



THE CITY OF CLEARWATER, FLORIDA,
HUMAN RESOURCES DEPARTMENT
INVITES YOUR INTEREST IN THE POSITION OF

PLANNING & DEVELOPMENT ASSISTANT DIRECTOR

OUR VISION:

A community that thrives from Bay to Beach.

OUR MISSION:

Clearwater is committed to quality, sustainable, cost-effective municipal services that foster and sustain a healthy residential and economic environment.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

Jennifer Poirrier, City Manager



COMMUNITY BACKGROUND

The city of Clearwater extends from the Gulf of Mexico on the west to the expansive Tampa Bay on the east. It is a semi-tropical community of great natural resources and beauty, diversity of housing, an abundance of recreational opportunities of all kinds, in a safe and accessible environment.

From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering on the Philadelphia Phillies during spring training to attending theater and concert events at Ruth Eckerd Hall, the Bilheimer Capitol Theatre or The Sound at Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of more than 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

THE ORGANIZATION

The Planning & Development Department plays a vital role within the community. The Department's mission is to work with the community to shape our future, from our neighborhoods to commercial areas, from bay to beach. Our key functions are long-range and current planning, building plan review and inspections, and code compliance.

The department is seeking an experienced and energetic leader in the strategic planning, development, implementation, and overall direction of enforcement of applicable laws and regulations for the planning and development activities in the City including long range planning, development review, construction services and code compliance. This highly responsible senior management position will direct all activities of personnel engaged in the receipt, review, and collection of data relating to site plans, signs, subdivision plat, zoning and land use, annexations, permits and business tax receipts.

Working with the Planning & Development Director and staff, the Assistant Director will be responsible for the development and implementation of comprehensive City planning and development, programs, and services.



THE POSITION

The Planning & Development Assistant Director is responsible for assisting the Planning & Development Department and maintaining a management framework that supports the city's strategic direction in a sustainable manner.

The Planning & Development Assistant Director will be responsible for:

- Assists, supports, and participates in the management, supervision, and direction of the department; collaborates and works closely with the Director to establish the departmental work program; monitors attainment of departmental objectives.
- Implements policies and procedures related to the effective administration of the department; ensures that department programs operate in the most effective and efficient manner by facilitating and coordinating inter-divisional issues and projects.
- Supervises, coordinates, manages, and assists in the direction of all activities of personnel engaged in the receipt, review, and collection of data relating to site plans, signs, subdivision plats, zoning and land use, annexations, permits and business tax receipts; answers questions, resolves conflicts, and gives direction.
- Confers, communicates, engages, and works closely with subordinates; analyzes, reviews, evaluates, and discusses reports to evaluate status of work projects; provides guidance and direction on code interpretations and ensures compliance with department policy.
- Meets and collaborates with attorneys, architects, engineers, contractors, and the like regarding compliance with development codes.
- Supports the Director in the creation, development, and implementation of new, updated, or current policy standards.
- Supervises and coordinates staff participation, recommendations and administrative work for advisory boards, committees and the City Council.
- Conducts staff evaluations and training for departmental personnel; fosters and promotes professional development and general team cohesion throughout the department; recruiting, job posting, conducting interviews, and general hiring procedures.
- Prepares special reports and recommendations for changes to policies and procedures as requested; participates in various special projects and provides professional planning and development assistance to staff and other personnel.



EDUCATION AND EXPERIENCE

Bachelor's Degree in Planning, Engineering, Architecture or related field;
Master's Degree preferred AND eight (8) years of professional level experience
in urban planning at the local government level, including five (5) years
supervisory experience in the administration and enforcement of land
development codes; OR an equivalent combination of education, training,
and experience may be considered.

COMPENSATION

The target entry salary range for this position is \$117,138 - \$128,851 DOQ. The city of Clearwater will provide the Planning & Development Assistant Director with a highly competitive benefits package.

HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at MyClearwater.com/Jobs.

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled.

CLEARWATER HUMAN RESOURCES DEPARTMENT

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Clearwater, FL 33755

(727) 562-4870

For more information, visit the city's website at MyClearwater.com.

Clearwater is an Equal Opportunity/ADA Employer.
Under Florida Law, all resumes are subject to disclosure.

