

CITY OF JACKSONVILLE BEACH Employment Opportunity



The City of Jacksonville Beach invites your interest in the position of
Planning & Development Director



About Jacksonville Beach

The Community

Jacksonville Beach is located on the Atlantic Ocean, east of Jacksonville, Florida. Bordered by the City of Neptune Beach to the north, Ponte Vedra Beach to the south, the Intracoastal Waterway to the west and the Atlantic Ocean to the east, the City occupies 8.06 square miles with a population of 23,500. Due to its world-class beaches, recreational activities and available parking, Jacksonville Beach is the primary beach for the Jacksonville metropolitan area and the population of the City can swell on weekends and holidays. The City of Jacksonville Beach is ICMA recognized since 1938. The City is governed by a seven member City Council. The City Council appoints a City Manager to head administrative functions and direct City operations. The Planning & Development Director works under the direction of the City Manager.

The Planning & Development Department

The Planning & Development Department (Department) is responsible for serving the development needs of the public, and provides support to the Community Redevelopment Agency (CRA), Planning Commission, Board of Adjustment, and the Special Magistrate. The Department consists of three divisions: Planning & Development (P&D); Building Inspection; and Code Enforcement.

The P&D Division is responsible for the City's short and long-range planning activities including administering and maintaining the City's 2030 Comprehensive Plan and implementing the Land Development Code. P&D also provides administrative support for the City's redevelopment efforts through its Community Redevelopment Agency (CRA). This function includes developer relations, redevelopment agreement negotiations, and monitoring the implementation of projects.

The Building Inspection Division is responsible for reviewing and approving all applications for permits, including new construction and remodeling, electrical, plumbing, mechanical and miscellaneous work. This division also inspects all permitted construction jobs to ensure that they are carried out in accordance with the approved plans and adopted codes.

The Code Enforcement Division is responsible for enforcing the property maintenance ordinances and zoning code of the City, including sign and vehicle parking regulations. This function includes clearing of vacant lots, abating general nuisances, and removal of junked or abandoned property. This Division works closely with the appointed Special Magistrate to carry out this responsibility.

Jacksonville Beach has an annual operating budget of \$165 million and 467 employees. The City provides a full range of municipal services including water, sewer, sanitation, and electric and gas utility that serves Jacksonville Beach, Neptune Beach and a portion of St. Johns County.



The Opportunity

The P&D Director reports to the City Manager. The City of Jacksonville Beach is looking for a strong leader who is able to demonstrate expertise and professionalism through prior leadership experience.

Expertise

The P&D Director will be knowledgeable about comprehensive planning and land development regulation. Experience in preparing, interpreting, amending, evaluating and updating comprehensive plans and land development codes, as well as dealing with State regulatory agencies, is a significant plus.

The Director will have experience working with and overseeing Building Inspection functions. This includes understanding the interactions of the Building Official, Fire Marshal and others in the process of building plan review.

The Director will have experience working with and overseeing Code Enforcement functions. This includes understanding the application of the City's codes and ordinances, and the processes involved with the use of a Special Magistrate for adjudication.

The Director will also have experience in disaster preparedness and emergency management, such as hurricanes.



Strategic Leadership

The new P&D Director will be responsible for setting the tone and vision for the Department, working to ensure that it is translated into day-to-day actions. The Director will ensure a linkage between the strategic direction and the operational and administrative functions. Modeling leadership behaviors and instilling confidence in stakeholders and employees will be an important aspect of the Director's job.

Organizational Leadership

The P&D Director is a high-profile position within the City's leadership. All Directors function as leaders for the greater good of the organization and community, not just their department. Directors are expected to collaborate, both across department lines and vertically within the organization, to help resolve community issues and advance organizational initiatives. Directors are role models for the entire organization, demonstrating the City's Core Values of empowerment, pride, integrity, communication and teamwork. The P&D Director is expected to be an active member of this leadership team, to earn the trust and respect of his/her fellow directors and to provide the same in return.

Team Leadership

The P&D Director should encourage open and honest discussions with employees about ways to improve the planning and development department and the services it provides, and should ensure that employees understand their input is valued. The Director will interact with professional staff down to entry-level workers. As part of this leadership, the Director will ensure that the leadership team manages others in a manner consistent with the Departmental goals, tone and, vision, and in line with the City's Core Values. It is important, therefore, for the P&D Director to actively encourage communication and sharing of ideas among the leadership team.

Education

A Bachelor's Degree in planning or a related field from an accredited university. A Master's Degree in Urban and Regional Planning or Public Administration is preferred.

Experience

A minimum of ten (10) years of experience in increasing responsibility in the management and leadership of a Planning department in a comparable or larger community. A minimum of five (5) years of experience in a supervisory capacity and a minimum of three (3) years of experience in a senior management (Division Manager) or executive management (Department Director/Assistant Director) position.

Master's Degree in a related field may substitute for two (2) years of experience across each of the experience requirements. Experience as an Assistant Planning & Development Director or Planning & Development Director for a comparable community or larger for a minimum of five (5) years, with an Associate's Degree, may substitute for a Bachelor's degree.

American Institute of Certified Planners accreditation is required.

Florida Driver's License required.

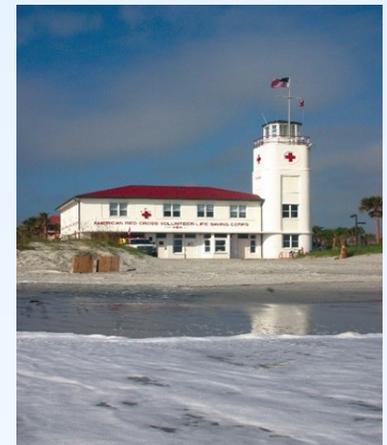


Budget and Financial Management

The P&D Director will work closely with the City Manager to identify, discuss and implement budget priorities. The Director will manage the departmental budget to meet goals and adjust budgetary priorities when needed to meet those goals.

Government Relations

The City of Jacksonville Beach operates under a Council-Manager form of government. Therefore, the P&D Director must work closely with the City Manager, keeping him informed and up-to-date on Departmental activity. While interactions may occur with the Council, Boards and/or Mayor, the Director's primary line of communication and interaction is with the City Manager. The City Manager is responsible for serving as the main point of contact with the Mayor and City Council.



Compensation/ Benefits

The salary range is for this position is \$75,649 to \$122,574, dependent upon education and experience.

Competitive benefit package is available that includes:

- Defined Benefit Pension Plan
- Deferred Compensation Plan
- City paid Health, Dental, and Life Insurance
- Paid Sick and Vacation Leave
- Eleven Paid Holidays
- Tuition Reimbursement
- Wellness Program
- Professional Development & Training Opportunities
- Employee Assistance Program

Application Process and Deadlines

To apply please visit WWW.COJB.JOBS

Click the Link "Apply for Planning & Development Director" to apply prior to **November 20, 2020**.

A cover letter, detailed resume and college transcripts are required. Please attach to application.



City of Jacksonville Beach

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Visit www.jacksonvillebeach.org
For additional information about
the City of Jacksonville Beach