



Open Until Filled,
First Review of
Applications on or
after December 8th

Innovation and Economic Growth Trailblazer



city of
PALM COAST



The City

One of Florida's newest cities (incorporated 1999), Palm Coast is a Florida paradise – situated on 70 miles of saltwater and freshwater canals and the Intracoastal Waterway and just minutes from pristine Atlantic Ocean beaches. Vibrant lifestyle and the natural environment go hand-in-hand here. The City offers a dozen beautiful parks, 125+ miles of connecting trails and paths for walking/bicycling, abundant fishing and boating, a year-round Running Series, and world-class tennis and golf. Lined with historic oaks, towering pines and indigenous vegetation, Palm Coast's parks and trails showcase the splendid elegance of the native Florida landscape. Bird-watching is popular at St. Joe Walkway and Linear Park, which are designated as Great Florida Birding & Wildlife Trails, and visitors can spot dolphins and seabirds as they stroll along the Intracoastal at Waterfront Park. The City currently has an estimated population of 85,000.



The Department and Division

The Administrative Services and Economic Development has wide variety of functions that serve both internal and external customers. The divisions of the Department include: City Clerk, Communications & Marketing, Central Services (Budget, Purchasing, Contract Management), and Innovation and Economic Growth. The Department has staffing of 11 full-time equivalents and an annual operating budget of \$1.4 million. The Innovation and Economic Growth Division includes the newly created Head of Innovation and Economic Growth position along with contracted services for the City's Business Assistance Center (BAC) with the Small Business Development Center at the University of Central Florida. The BAC provides tailored consulting services to small businesses and entrepreneurs with a staff of 3 full-time employees.



The Position

The City of Palm Coast is seeking an experienced and innovative leader who can think strategically and thrive in a collaborative, problem-solving environment. With direction from the Department Director, this new position leads the City's strategic innovation and economic growth initiatives and facilitates investment in our local economy. The Head of Innovation and Economic Growth will be responsible for marketing the City of Palm Coast as a preferred destination for innovation, entrepreneurship, and economic growth. In addition to leading a variety of special projects aimed at innovation, they will promote the City of Palm Coast through the development and the dissemination of information and communications with civic groups and the community. Employee requires strong organizational skills with the ability to carry out a variety of directed tasks.



Key Duties and Responsibilities

- Develops and implements strategic economic growth initiatives, especially initiatives to attract technology businesses and workforce talent.
- Performs a wide variety of professional work as it relates to economic growth, e.g., facilitates ad placement, collaborates with site developers, solicits new businesses representing economic diversity and above median wages.
- Markets and facilitates investment by businesses in our City, especially downtown.
- Manages the SR100 Community Redevelopment Area and facilitates the Master Redevelopment Plan.
- Coordinates and cooperates with local economic development partners.
- Analyzes and executes voluntary and non-voluntary annexations of unincorporated real estate.
- Administers, develops, designs and assists with various special projects
- Participates and networks with various public, civic and county groups and organizations as community/City representative.

Opportunities and Challenges

These are exciting times for the City of Palm Coast. The City has weathered the economic recession and the local economy has recovered and is now growing again.

The City Council has emphasized the need to diversify our economy beyond just residential growth and retail services. To that end, City Council approved this new position in our 2018 budget.

The Head of Innovation and Economic Growth will lead the efforts to diversify our local economy, attract high tech businesses and talent, and help develop our downtown, also known as “Town Center”. This is both an opportunity and a challenge for the right candidate.

The Head of Innovation and Economic Growth will have no direct reports and therefore, this position will be expected to thrive in a team environment, inspiring and relying on others to help accomplish the necessary projects and tasks.

The team supporting this position is strong and crosses multiple departments and partner organizations. This will be a challenge to communicate and coordinate with others outside the department and division and ensure that the City’s role in innovation and economic growth does not duplicate others’ efforts, but adds to the City’s overall efforts.

Minimum Qualifications

- Bachelor’s Degree in Business Administration, Public Administration or related field; three (3) years progressively responsible professional experience in project management; or an equivalent combination of education, training, and experience.
- Must possess and maintain a valid Florida Driver’s License.





The Ideal Candidate

The Department Director is seeking a Head of Innovation and Economic Growth who will take the City's efforts to the next level and fulfill City Council's goals of diversifying the local economy. The individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who is not limited to past practices and widely accepted ideas. Creativity will be essential.

The ideal candidate will work well across department and division lines and with partner economic development organizations. He/she will need to be able to inspire and motivate others without being their direct supervisor. Someone that functions well in the team environment is vital to this position's success.

The ideal candidate will have Bachelor's Degree in Business Administration, Public Administration or closely related field is required. He/she will also have three (3) years progressively responsible professional experience in project management and has demonstrated a track record of successfully implementing innovation in a business or public organization; or an equivalent combination of education, training, and experience.

Experience in economic development is beneficial, but not required. Experience in attracting high-tech businesses or talent and downtown development is especially valued.



Compensation and Benefits

The salary range is \$53,839 – 66,369. The salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 10% of the salary towards a 401(a) plan. In addition, the City offers an additional match up to 2% with employee contribution towards a 457 plan.

For more information, about the City's benefits, such as health/dental insurance, vacation and sick leave, and other insurance plans, please contact Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

How to Apply

Apply online through the City's website at <http://www.palmcoastgov.com/employment/openings>.

Questions should be directed to Human Resources at human_resources@palmcoastgov.com or (386) 986-3718.

Confidentiality

Under the Florida Public Records Act, all applicants are subject to disclosure upon receipt. References are checked after the interview and selection process is completed.

The Process

Applications will be accepted until the position is filled. The first review of applications is scheduled to occur on or after December 8th.

Other Important Information

The City of Palm Coast is an Equal Opportunity Employer and encourages women, minorities and veterans to apply. A veteran's preference will be awarded per Florida law.