



Open Until Filled,  
First Review of  
Applications on or  
after May 17th

# Chief Development Officer



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

The Community Development Department has a wide variety of functions that serve both our citizens and business customers. The work groups of the Department include: Building, Code Enforcement, and Planning. The Department has staffing of 56 full-time equivalents and an annual operating budget of \$6.45 million. The Department also interacts regularly with the Palm Coast Business Assistance Center to help businesses navigate the regulatory environment.

This Department administers building codes, the City's Code of Ordinances, the City's Comprehensive Plan, and the City's Land Development Code to ensure development and property complies with all applicable City, State and Federal code and regulatory requirements. This Department is forward thinking when using technology to more efficiently deliver services with most processes offered electronically and/or automated. This Department also helps the City formulate its vision and plans for the future and ensure the built environment supports those vision and plans.

## **The Position**

The City of Palm Coast is seeking an experienced, innovative leader who can think strategically and thrive in a collaborative, problem-solving environment. The Chief Development Officer will be passionate about planning for the future of Palm Coast and fostering development that helps the City meet its vision. As part of the City Manager's Executive Team, this position articulates expectations, develops strategy, analyzes and evaluates results to drive improvements to the City's development processes. The Chief Development Officer will lead and inspire a team of dedicated planners, building officials, code enforcement officials, and professional staff. From developing long-term plans to addressing the day-to-day development challenges and troubleshooting customer services issues, this position will help the City realize its vision for the future.

The Chief Development Officer will develop strategies to advance City Council key initiatives and priorities related to improving the perception of the City's business friendliness, while maintaining the City's high standards for the built environment. This position will also foster interdepartmental relationships and external partnerships to further some of these key initiatives.

## **Key Duties and Responsibilities**

- Administer the Building, Code Enforcement, Planning & Zoning, work groups to ensure compliance with all applicable City, State and Federal code and regulatory requirements regarding new and existing construction for both residential and commercial land throughout the City.
- Develops and implements a customer-focused culture providing emphasis on creating user-friendly processes and providing support to other City initiatives such as the Business Assistance Center, Innovation District, and Smart City.
- Plan, organize and implement work group goals, and coordinate and integrate all activities toward achievement of established goals and objectives; develop and implement policies and procedures for functions under charge. e.g., inspections, permitting, Federal Housing and Community Development programs.
- Coordinate and participate in the development and presentation of the City's Comprehensive Plan, Code of Ordinances and Land Development Regulations for City Council adoption.
- Participate in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives; attends and facilitates various City advisory boards and citizen group meetings.
- Develop, implement and control departmental budget; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Communicate with the public, developers, contractors, architects, City Council, Department Heads and State and County Public Officials for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Maintain current knowledge of trends and regulatory developments for application to functional areas under charge; provides technical plans review and interpretation of the various codes for which the division is responsible to enforce.
- Receive, respond and provide resolution to escalated inquiries and concerns from the general public, business community, City Officials, and other departments regarding division related issues; attends and provides presentations as needed to various committees, boards and related building interests groups.
- Direct responsible professional, technical, managerial, and administrative work over information systems and communications systems throughout the City.

## **Opportunities and Challenges**

The City of Palm Coast is currently back in a growth pattern and looking to diversify its housing supply. The original city housing concept that began in the early 1970's by the developer was almost entirely single family platted lots of roughly 10,000 square feet each. The community must develop alternative housing options, but the recommendation for the development of multi-family style housing has met with some resistance. This creates challenges for staff and developers as we strive to meet community needs while at the same time addressing community concerns. The selected candidate will need to help guide this vision to continue to diversify our housing stock.

Our Town Center area is a location that is prime for development, but has not yet attracted sufficient interest. Major portions of the infrastructure already exists, so the City would seek to attract members of the development community to invest in this critical aspect of the City's planned growth. City Council recently approved a number of incentive programs attractive to the business community to aid in the development potential of the Town Center area. These programs are already beginning to bear fruit and should help to kick-start a process of developing in this area.

Providing great customer service while maintaining the balance between the highest level of professional review services for all development submittals/planning items and building permitting applications are of utmost importance to our City Council and the building and development community at large. The selected candidate will need to understand where that balance point is between these services and must be able to demonstrate that to the management staff so that each of these important service levels is accomplished to the highest standard.

Our community is one that has high appearance standards. Enforcing this standard can be a challenge at times, but it provides the City with the beauty for which it has become known. Transitioning to an internet based customer service technology is currently underway. This process must be completed and the staff must be brought online for it to be successful. Animal Control is a segment of our Code Enforcement work group that is continuing to grow. Challenges and opportunities exist, especially with regard to the emotions on both sides of issues pertaining to cats, dogs, and other animals.

Engineering, stormwater and utility review are functions are handled by the Stormwater & Engineering Department. Coordination and collaboration with the Stormwater & Engineering Department are essential to ensure inclusion in the earliest stages of the development review process and seamless process for developers. The desired candidate should exhibit the ability to work across functional areas to ensure that the review process stays on target.

This position will be expected to thrive in a team environment, not only leading a team of dedicated professionals, but also inspiring and relying on others to help accomplish the necessary projects and tasks. The Chief Development Officer will need to communicate and coordinate with others outside the department and ensure that the City's strategic efforts related to community development are aligned with the City Council goals and complement or enhance departmental business processes for the City's important and diverse functions.

## Minimum Qualifications

- Bachelor's Degree in Urban Planning or related field; supplemented by more than eight (8) years professional experience in the field, to include four (4) within a supervisory/management capacity; or demonstrate an equivalent combination of education, training, and experience.
- Must possess and maintain a valid Florida Driver's License.



## The Ideal Candidate

The City Manager is seeking a Chief Development Officer who will take the City's efforts to the next level and fulfill the City Council's goals. The Individual will be outgoing, personable and have excellent communication skills. He/she should be a strategic thinker who embraces transformational leadership and be a highly adaptive manager able to avoid becoming stuck in traditional ruts while safeguarding the public trust.

The ideal candidate will flourish working across department lines, political boundaries and with diverse and varied stakeholders to create successful outcomes. He/she will have a strong focus on creating and sustaining positive engagement strategies with our citizens and business customers. He/she will be able to inspire and motivate others by employing the principles of effective governance.

The ideal candidate will be a proactive listener, foster a culture of innovation and empower their team to engage in entrepreneurial government strategies to deliver the highest public value possible.



## **Compensation and Benefits**

The full salary range is \$92,585 – \$142,072. The starting salary will depend on qualifications and experience. Benefits are excellent. The City offers a retirement plan where the City contributes 13% of the salary towards a 401(a) plan. In addition, the City offers an additional match of 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](mailto: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](mailto: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 May 17th. The City intends to conduct a comprehensive recruitment and selection process to ensure that not only a qualified candidate is selected, but also one who will complement the City's organizational culture. The City's intent is to select a candidate by the end of May 2018 with a start date sometime in June 2018.

## **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.