



APOPKA, FLORIDA

COMMUNITY DEVELOPMENT DIRECTOR





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The City of Apopka, Florida (pop. 55,496), is seeking a highly qualified local government professional to join its leadership team. As one of the fastest growing cities in Florida, Apopka needs a versatile manager experienced in development planning and regulation, community development plans and economic development initiatives. The Community Development Director directs the Building Safety Division and the Planning and Economic Development Division. The Director manages the administration of regulations for new development and redevelopment. Under the general direction of the City Administrator, the Community Development Director provides compliance oversight for the Comprehensive Plan, Land Development Code and Development Design Guidelines. The department further serves as a resource for projects that contribute to economic growth. Work is carried out with considerable independent judgment and initiative.

The City of Apopka serves as a service center for several small residential communities in northwest Orange County. A historic agricultural economy remains strong with a multi-million greenhouse industry. The city has experienced dynamic growth for decades and almost doubled its population in the past 20 years to 55,000 residents. The median income is \$85,030 and the median single family home is \$461,990. An expansive range of residential properties are available; historic or new; urban, suburban or rural. Local schools are highly rated with both public and private offerings.

CITY GOVERNMENT

The City of Apopka is chartered as a strong mayor / council form of government. The Mayor and four City Council Members are elected at large. The Mayor and Council provide policy and direction for city government. The Community Development Department is directly responsible to the Mayor, with direction from the City Council.



GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for comprehensive planning, administration and enforcement of development and building codes, redevelopment and economic development activities.
- Provide technical and administrative support to the City Council, Citizens Advisory Committee, Planning Commission, Zoning Board of Appeals and Code Enforcement Board.
- Provide support for preparation and execution of community development plans.
- Prepare resources to inform development applicants and support development projects
- Serve as liaison to other local, state and Federal agencies involved in development activities.
- Prepare information and make presentations to City Council, City boards, community groups
- Prepare and present the department budget and provide budget oversight
- Work closely with the Chamber of Commerce and other stakeholder groups in the preparation of City development and redevelopment plans and the promotion of economic interests.
- Reviews and/or prepares personnel actions including hiring, performance reviews, evaluations, disciplinary actions and terminations
- Develops and executes departmental policies, procedures and methods for effective operations
- Performs other duties or tasks as assigned.





MINIMUM QUALIFICATIONS

- Master's degree in land planning or related field
- Considerable, progressive experience in public administration, development related activities and economic development
- Must possess valid Florida Driver's license.

COMPENSATION

Salary range: \$128,078 - \$202,196. Competitive benefit package with generous retirement program and leave provisions; insurance plans for health, life and disability coverage; travel allowances for routine and professional travel; communication allowance.

HOW TO APPLY

Interested candidates should apply online at www.GovHRjobs.com with a cover letter, resume and contact information for five professional references by June 21. Address to:

Jim Dinneen, Vice President and Executive Recruiter
GovHR USA
630 Dundee Road, #225
Northbrook, IL 60062

Questions may be directed to Jim Dinneen at (386) 846-2612.

The City of Apopka is an Equal Opportunity Employer and observes all applicable State of Florida Sunshine Laws.