



# **APOPKA, FLORIDA**

## **COMMUNITY DEVELOPMENT DIRECTOR**

# **MGT**



## **APOPKA, FLORIDA COMMUNITY DEVELOPMENT DIRECTOR**

The City of Apopka, Florida, 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 Community Development Director experienced in planning, zoning, development regulation, and community development plans and programs. The Director is a department level manager with responsibility for department administration and the delivery of development services to both internal and external contacts. 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, including the Community Redevelopment Area (CRA). Work is carried out with considerable independent judgment and initiative.

Apopka offers the perfect work / life balance as a small city with easy access to world class attractions. Central Florida's climate allows year-round enjoyment of a natural environment with more than 2700 acres of local parks, conservation, and recreation areas. The special offerings that bring the world to Central Florida are

easily accessible: Disney World, Universal Studios and Sea World are within a 35 minute drive; Daytona Beach 65 minutes; Tampa/St. Pete 120 minutes. The Orlando metro area has professional sports, arts, entertainment and cultural venues available, plus a multitude of diverse shopping and dining experiences.

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 almost 61,000 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.

Growth has brought an expanded highway system providing linkage to the larger interstate network, a major international airport, and an expanding high speed rail system. A growing population recently led to construction of a local hospital that is part of the Advent Health Network.

### **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.

As a department head, the Director will supervise two or more employees, providing direction and oversight of operations, hiring, evaluation, training and corrective action. The Director prepares and administers the department budget, identifying and securing resources, and oversees community development related grants.

## GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for comprehensive planning, development review, administration and enforcement of development codes, support for 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.
- Collaborate with the Economic Development Director to achieve the goals and objectives outlined by the Economic Development Plan.
- Provide assistance in the development of short and long term community development plans; gather information and prepare studies, reports and recommendations; prepare and maintain information on zoning, transportation, community services; coordinate with other departments and agencies as needed.
- Provide professional community development advice and resources; assist in the application and permitting process; advocate for development that meets City regulations and goals
- Act as a liaison to local, regional, State and Federal agencies to coordinate projects; work with planning groups that make decisions affecting the City.
- Prepare information and make presentations to City Council, City boards, community groups, business groups and citizens.
- Prepare and present the Community Development Department budget. Provide budget oversight and administer related grants.
- Coordinate the Development Review Committee and review process; manage updates and revisions to the City Comprehensive Plan and Land Development Code.
- Review development plans and applications to ensure compliance with City codes.
- Meet with the Chamber of Commerce and other stakeholder groups in the preparation of City development and redevelopment plans and the promotion of economic interests
- Work closely with the Economic Development Director to identify areas of concern in the promotion of business location and expansion within the City.
- 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
- Supervise preparation of notices, legal ads and documentation related to development changes and reviews.
- Performs other duties or tasks as assigned.





## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning and zoning principles, strategies, and processes; familiar with Florida statutes, development permitting agencies and processes, local government development plans, codes and processes
- Knowledge of development laws and regulations; familiar with professional advances and trends; maintains professional affiliations and attends training for professional development
- Knowledge of best practices to support municipal economic development.
- Ability to develop resources for development applicants including inventories of available properties for various development activities.
- Ability to exercise judgement and discretion applying and interpreting regulations.
- Ability to establish and maintain positive and effective working relationships with the City Council, other City officials, colleagues, employees, news media and the general public.
- Ability to plan and schedule, coordinate and review the work of subordinates in a manner conducive to full performance and high morale
- Ability to communicate clearly and concisely, orally and unwriting, and make presentations to the City Council and other audiences
- Ability to communicate effectively with a wide range of contacts and audiences
- Ability to analyze and interpret various types of codes, regulations, reports, governmental studies and technical documents
- Ability to bring a high level perspective to situations and develop innovative approaches and solutions. Able to solve problems and deal with several variables in dynamic situations.
- Ability to plan, organize, and prioritize assignments and work activities; has good organization, technical and human relations skills.



## MINIMUM QUALIFICATIONS

- Master's degree in land planning or related field; or equivalent experience.
- Considerable, progressive experience in public administration, development related activities and economic development.
- Must possess valid Florida Driver's license or obtain such license within 30 days of start.

## PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer; occasional standing, walking, bending/ twisting; pushing/pulling/lifting up to 10 lbs.
- Environmental Conditions: exposure to dim or bright lights.
- Sensory requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

## COMPENSATION

Salary range: \$128,078 - \$202,196. The City of Apopka's policy states that new employees' salaries are not to exceed mid-range without justification and approval of the City Administrator.

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. Other provisions subject to employment contract.

## HOW TO APPLY

Interested candidates should apply online @ [www.GovHRjobs](http://www.GovHRjobs) with a cover letter, resume and contact information for five professional references by October 24, 2024. Address to: Jim Dinneen, MGT Approved Independent Executive Recruiter. Questions may be directed to Jim Dinneen at (386) 846-2612.

*The City of Apopka is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The City seeks a wide range of applicants for its positions to affirm a core value to employ a qualified and diverse workforce.*

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

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