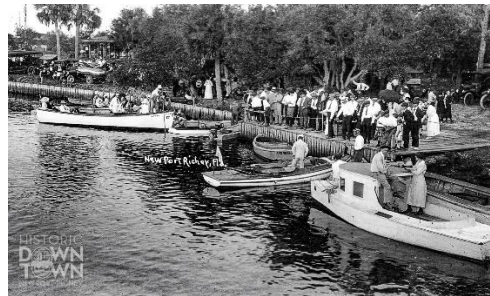




**The City of New Port Richey, Florida
with
Mercer Group Florida
Seeking Motivated and Visionary
Planning and Community Development Director**

The Community

Known for its cultural heritage and unique riverfront landscape since its incorporation in 1924, the City of New Port Richey is a residential community with a strong local government and an attractive historical downtown and Main Street. The City has a broad array of business and retail services.



Located in Pasco County along the Gulf of Mexico approximately 35 miles northwest of Tampa, New Port Richey's riverfront landscape blends nature, beaches and terrific shopping with restaurants, culture, and business – all with a small-town feel. While near to Tampa, without the feeling of the "Big City", New Port Richey is a quaint and friendly place to live offering many **places** to eat, drink, be merry and entertained. Rich in history, New Port Richey frequently comes alive with festivals and special events. In addition, New Port Richey is considered part of the Tampa Bay area, a popular tourist destination with major attractions, recreation, sports and culture.

For more information on New Port Richey:

[New Port Richey Florida - Things to Do & Attractions in New Port Richey FL \(visitflorida.com\)](http://visitflorida.com)



About the Government

The City of New Port Richey operates under a Council / Manager form of government. The City Council appoints the City Manager, who is responsible for the day-to-day operation of the City.



The Council serves as the City's legislative body, consisting of five members, including the Mayor and Deputy Mayor. The City Council represents the residents of the City of New Port Richey by making legislative policy decisions.

As the city's legislative body, the City Council is authorized to pass ordinances and adopt resolutions as is determined necessary to carry out the duties of the city in the best interest of the residents and members of the business community. The City Council also acts on recommendations that are advanced from various City boards and committees. The City Council is bound to act in accordance with the City Charter and state law.

The traits expected from the leaders of New Port Richey are:

- Visionary and Progressive
- Integrity
- Strategic Thinking
- Approachable and Friendly
- Innovative
- Decisive
- Strong Communicator
- Collaborative



For more information, see:

cityofnewportrichey.org

About the Position

The City of New Port Richey is seeking a strong, innovative, engaging, visionary, and politically astute Planning and Community Development Director to oversee the City's planning, zoning, development reviews, building regulations and planning initiatives.

This position is responsible for the administration, direction, supervision and operation of the Planning and Community Development Department, reporting. The Planning and Community Development Director responsibilities include, and are not limited to:

- Supervises and manages Development Department staff in the review and approval of all development plans. Oversees the progress of all development plans.
- Provides technical and administrative support to the staff on daily basis for review and approval of projects and building permits.
- Plan, organize, assign, direct, participate and evaluate planning, building, economic development and redevelopment programs and activities.

- Prepares Department budget.
- Conducts re-development conferences with developers and engineers.
- Prepares amendments to the Land Development Code.
- Provides input to other divisions, departments, and other local and state agencies for alteration and addition of applicable permitting laws and ordinances of land developments.
- Makes recommendations on the establishment, abolition, changes, and consolidation of ordinances, rules, and regulations.
- Supervises the implementation, maintenance of, and work projects associated with the City's Comprehensive Plan.
- Makes recommendations for proposed zoning and land use changes, conditional uses, special exceptions, transfers of development rights, unity of title, certified parcels, etc.

About the Candidate

The Planning and Community Development Director, a member of the City's executive management team and reports directly to the City Manager. This individual shall be a seasoned professional with operational management experience

The Director will have the following Knowledge, Skills, and Abilities:

- Ability to communicate effectively both orally and in writing
- Ability to deal effectively and courteously.
- Ability to make sound decisions.
- Ability to prepare detailed reports, conforming to rules of punctuation, grammar, and style.
- Skill in report preparation and development/delivery of effective presentations
- Skill in effectively supervising others
- Skills in budgetary and organizational management
- Skills in project development, application, and management
- Skill in conflict resolution management
- Ability to organize and analyze information and formulate recommendations
- Knowledge of economics, governmental finance, urban sociology, and the principles and practices of architecture and traffic engineering as applied to public planning.
- Knowledge of the modern principles and practices of public planning, building inspection, code enforcement, economic development, and related development services.
- Knowledge of economics, governmental finance, urban sociology, and the principles and practices of architecture and traffic engineering as applied to public planning.
- Knowledge of land development codes, permitting laws, zoning, subdivision, and land development regulation.
- Technical knowledge and understanding of design and construction.
- Ability to present programs and ideas clearly and concisely, orally and in writing

Minimum Qualifications:

- Graduation from accredited college or university with a Bachelor's Degree in planning, architecture, building construction, engineering, or public administration. Master's preferred.
- Notable increasingly responsible administrative experience involving planning zoning and building inspection, design, or construction required including supervisory experience.
- Direct department budgetary experience required.
- Knowledge of building construction and regulation beneficial.
- American Institute of Certified Planners (AICP) Code Administrator certification preferred

Compensation and Benefits

The City of New Port Richey offers a competitive starting salary range of \$85,000 - \$95,000, depending on experience and qualifications.

In addition, the City provides an excellent and generous benefit package to the successful candidate, including:

- Medical and Life Insurance.
- Dental and vision plans.
- Generous Sick and Vacation Annual Leave.
- Retirement – Florida Retirement System
- Cell phone

Residency

- The Planning and Community Development Director is **not** required to live in the city.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact:

**Dona Higginbotham, Senior Vice President,
Mercer Group Florida**

Cover letter and resume should be sent to: DHHiggin@att.net

Closing Date: Open Until Filled – Review of Candidates ongoing

Resumes are subject to the provisions of Florida Public Records Statutes

The City of New Port Richey is an Equal Opportunity Employer. New Port Richey does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.

