



CITY OF STUART JOB ANNOUNCEMENT

Human Resources
121 SW Flagler Avenue
Stuart, FL 34994
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded “America’s Happiest Seaside Town 2016” by Coastal Living and “Most Beautiful City 2008” by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

Development Director

Hiring Range: \$2,868.37 - \$4,258.30 biweekly

Pay Range: \$2,868.37 - \$4,258.30 biweekly

Announcement Date April 24, 2018

Development Department

FLSA Status: Exempt

Closing Date: Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

Characteristics of the Class

Under the administrative direction of the City Manager, performs professional and executive level work of considerable difficulty in organizing and managing a wide range of planning programs and projects including comprehensive planning, development review, community redevelopment, land use, transportation, building inspections, occupational licensing, code enforcement and construction permitting. The Development Director manages staff and department budget, advises City Manager, City Commission and local planning boards.

Illustrative Duties (the following are highlights; please contact Human Resources for a detailed job description)

- Meets with the public and developers to discuss potential projects as well as the City's codes and regulations.
- Responsible for presenting and coordinating agenda items regarding development issues and projects to the various review boards, committees and City Commission.
- Serves as staff liaison to the Community Redevelopment Agency (CRA) and Community Redevelopment Board (CRB). Oversees staff assigned to support the CRA and CRB in the presentation, approval and execution of redevelopment plans, projects and programs within the CRA boundaries.

DEVELOPMENT DIRECTOR

- Develops and implements city wide revitalization and economic development initiatives.
- Reviews and evaluates plans for proposed projects; and prepares reports and recommendations to superiors.
- Maintains liaison with consultants and appropriate County, State and Federal agencies regarding joint projects.
- Interprets specifications, ordinances and codes.
- Oversees analysis of private building activities in order to forecast increases in property tax assessments.
- Responsible for the City's long range planning considering including land use, transportation, fiscal impact.
- Oversees the City's concurrency management system.

Minimum Qualifications and Education/Licenses and Certifications

Bachelor's Degree from an accredited college or university; in public administration, urban planning or related field supplemented by seven (7) years of progressively responsible management experience and two (2) years supervisory experience, or Master's Degree with five (5) years of professional planning experience in a supervisory or administrative planning capacity or an equivalent combination of training and experience. The preferred candidate will demonstrate management and leadership skills and outstanding communication and interpersonal skills with a strong customer service orientation.

Possession of a valid Florida Driver License as required for the position.

Essential Physical Skills and Environmental Conditions

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard. Task is regularly performed without exposure to adverse environmental conditions. Task requires sound, visual, color, depth and texture perception and discrimination. Task requires oral and written communications ability.

A City of Stuart Application for Employment can be obtained through our website (www.cityofstuart.us) or by visiting the Human Resources Department. Applications for employment may be submitted online, sent or hand-delivered to the Human Resources Department.

The City of Stuart is a tobacco-free workplace. All applicants must attest that they have not used tobacco products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco products in order to be considered for employment.