



PLANNING & COMMUNITY
DEVELOPMENT DIRECTOR



New Port Richey: Building a Better Tomorrow, Starting Today!

■ THE CITY

Located in southwest Pasco County, New Port Richey, Florida is a riverfront community approximately 30 miles northwest of greater Tampa with a total area of 4.6 miles. With a population close to 17,300 residents, New Port Richey's geography blends nature, a thriving business community, and a plethora of local culture all the while advancing a small town feel. The city is committed to advocating for public green space and historical buildings while focusing on high quality design standards and architectural features with practicality to continue enhancing and stimulating the economy in this rapidly redeveloping community.

With an influx of mid- to upscale restaurants, craft breweries, and artisan boutiques, New Port Richey is an attractive and vibrant destination. The city is also filled with natural assets, such as the Pithlachascotee River, or known locally as the Cotee River, Orange Lake, and several hundred acres of preserved flora and fauna that appeal to the visitors. New Port Richey has a thriving diverse economic base that includes hospitality, retail, healthcare and educational opportunities with both primary and secondary schools.

The City of New Port Richey is governed and operates under a Council-Manager form of government. The City Council is comprised of the Mayor and four Council members, which are elected at-large with staggered 3-year terms. The City's has an FY23-24 adopted general fund budget of \$32,272,870. The total budgeted expenditures from all funds for FY23-24 is approximately \$98,361,930. The city employs 265 employees and staffing levels continue to remain very consistent from year to year.

To learn more, go to: <https://www.cityofnewportrichey.org>

■ THE POSITION

Under the leadership and direction of the City Manager, the Planning & Community Development Director will oversee the professional, technical, administrative, and supervisory aspects of the planning, zoning, community development, and building division functions for the city. This position requires the coordination of assigned revitalization activities with other departments, and to provide highly responsible professional and technical staff assistance to the City Manager. The position will be responsible for developing a long-range planning program with goals, objectives, and implementation measures for the City. This position is also responsible for the administration and enforcement of zoning and building codes. The Development Department has an annual budget of \$1,934,020 and 10 FTEs.



The mission of the Development Department is to enhance the City's position as the business, financial, and cultural heart of West Pasco County, by ensuring the safe condition of existing buildings, making sure new developments are aesthetically pleasing, functionally relevant, and enhancing the residential and commercial core of the city.

To continue leading these efforts, the Director must have extensive knowledge of the local and state permitting and zoning laws and ordinances, subdivision and land development codes and regulations, as well as the modern principles and practices of public planning, building inspection, community development, and related development services. This

role will serve as the City's representative to the Pasco County Metropolitan Planning Organization (MPO) Technical Advisory Committee and will also oversee the Development Review Committee and Land Development Review Board.

Key functions for this role:

- 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 a daily basis for review and approval of projects and building permits.
- Plans, organizes, assigns, directs, participates, and evaluates planning, building, community development and redevelopment programs and activities.
- Conducts re-development conferences with developers and engineers.
- Approves and signs plans, agendas, and other correspondence.

- 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.
- Monitors developments related to planning, building, land use, grant programs, code enforcement and redevelopment, as well as evaluating their impact on City operations to recommend policy and procedural modifications.
- Confers with developers, other agencies, and the general public in acquiring information and coordinating planning and zoning matters, building code issues and code enforcement activities.
- Analyzes and prepares the department annual budget.
- Makes recommendations for proposed zoning and land use changes, conditional uses, special exceptions, transfers of development rights, unity of title, certified parcels, etc.
- Assigns time priorities to specific projects in accordance with their necessity and desirability. Establishes the time limits for completion.
- Research and planning analysis of project proposals to determine consistency with the City's Comprehensive Plan and land development regulations.
- Prepares amendments to the Land Development Code.
- Serves as a member of the City's management team; provides information and recommendations regarding operations.





■ THE IDEAL CANDIDATE

The Director will play an integral role on the executive team for the City of New Port Richey and have a positive impact on the planning and development of this redeveloping community. The ideal candidate needs to be a dynamic, driven and out-of-the-box thinker with the patience and perseverance to balance the strategic mission of the department and city, while also having a “big picture” vision for what is possible.

This role requires someone with the emotional intelligence and leadership presence to effectively manage a high-performing staff, and the political aptitude to anticipate and plan for issues of concern. This person should also be able to create a positive atmosphere for team members in the department, identify and tap into their true potential and develop their skills and talents for future growth opportunities.

It is imperative for candidates in this role to have the technical expertise and knowledge of applicable principles and practices with planning and development, citywide and departmental procedures/policies, zoning development codes, growth management laws, and federal and state rules and regulations. Candidates shall also be familiar with any potential natural disasters that may impact the community requiring assistance in emergency management operations.

The **Planning & Community Development Director** shall also possess these additional core competencies:

Forward-Thinking – Fosters a vision and direction for department; seeks “best practices” for continued growth and effectiveness; develops short and long-range planning projects, strategies, priorities, goals, and objectives.

Adaptable and Managing Change – Adapts to ongoing challenges and capable of shifting in various directions due to changes in project priorities or issues; provides updates to City leadership on an ongoing basis.

Results Oriented – Provides a high level of customer service; leads the identification and development of roles, goals, and objectives. Identifies opportunities to achieve effective and efficient project delivery.

Problem-Solving and Strategic Thinking – Demonstrates the ability to propose and implement creative solutions to unique and complex development scenarios; makes informed decisions, and successfully addresses complex project challenges.

Collaborative – Has a professional presence suitable to successfully engaging with consultants, developers, city management, city council, county and state officials, and community stakeholders; serves as a departmental representative for City Council meetings, community meetings and project meetings.

Leadership – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.

Talent Management – Selects, trains, and evaluates personnel; establishes and monitors employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Communication Skills – Strong interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.

■ EDUCATION/EXPERIENCE

Candidates shall have a Bachelor's Degree in Planning, Architecture, Engineering, or a closely related field, along with 5-8 years of directly related experience with increasing leadership and administrative responsibilities. Public sector experience and an AICP certification is preferable.

■ COMPENSATION & BENEFITS

The hiring range for this position is **\$101,500 - \$129,426**.

The salary will be commensurate with the qualifications and experience of the selected candidate. The City also offers a very attractive benefits package that includes:

- Employee & Dependent Health, Dental and Vision Insurance
- Flexible Spending Accounts (FSA)
- Life Insurance
- Eleven (11) full paid holidays per year; three (3) additional floating holidays on annual Anniversary Date
- Sick, Vacation, Jury Duty, Bereavement and Family Medical Leave
- 457 Deferred Compensation Plan
- Florida Retirement System
- Free City Recreation Center and Swimming Pools membership
- Employee Assistance Program (EAP)



■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Open Until Filled**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials to: <https://www.cpshr.us/recruitment/2341>.

For additional information about this position please contact:

KYLIE WILSON

Principal Consultant

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CPS HR  CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited for a screening interview with the consultant, following which the most qualified candidates will be referred to the City for further consideration.



The City of New Port Richey is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of New Port Richey provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

