



**Neighborhood Empowerment &  
Community Affairs Administrator**





## Tampa – Your Next Career Move

It's a great life in Tampa Bay. We have all the amenities of major cities, with the community feel of smaller towns. We're home to top-rated public schools, universities, hospitals, and everywhere you go, you're close to bays, beaches, rivers, and lakes. Tampa Bay has the kind of year-round weather the rest of the country dreams about. With an average annual temperature of 73 degrees and 243 days of sunshine, fun in the sun is a year-long adventure.

To learn more, go to: [www.tampagov.net](http://www.tampagov.net) and [www.makeittampabay.com](http://www.makeittampabay.com)

## THE POSITION

It's often said that the government closest to the people serves the people best. That's why the City of Tampa is seeking an exceptional leader to serve as its next Neighborhood Empowerment & Community Affairs Administrator. This is a key position appointed by the Mayor and charged with coordinating and directing a broad spectrum of programs across multiple service areas that directly impact the residents of Tampa daily. In that capacity, the next Neighborhood Empowerment & Community Affairs Administrator will direct the day-to-day operations of 629 full time employees, provide oversight for the departmental budget, attract and retain staff, provide accountability for goals and performance metrics, and respond to citizen concerns through an earnest and engaging customer service program.

This person will lead a critical operation during a time of explosive growth and progressive change and will help to establish, execute, and maintain existing and new initiatives that support the Mayor's vision for Tampa's future. In overseeing both strategy and day-to-day operations, this role will effectively manage an assigned budget, work across internal and external stakeholders to deliver top-quality services in a safe and efficient manner, while ensuring that the department enforces compliance and staff is accountable for key performance metrics. This position plays a key role in preparation, response or recovery activities related to the emergencies declared by the Mayor for the City of Tampa.

The Neighborhood Empowerment & Community Affairs Administrator has direct oversight over the following departments and divisions:

- Code Enforcement & Neighborhood Enhancement
- Community Partnerships
- Minority Business Development
- Neighborhood Engagement
- Arts & Cultural Affairs
- Parks & Recreation



For more information about the department, we encourage you to learn more about each of these areas on our website:  
<https://www.tampagov.net/departments>



## Fast Facts About Tampa

- Total City population: 393,000
- Home of three professional sports teams: the Tampa Bay Buccaneers (NFL), Tampa Bay Rays (MLB), and Tampa Bay Lightning (NHL)
- Named one of the nation's top 10 markets for real estate investors (2018) by Price Waterhouse Coopers and the Urban Land Institute
- Named one of the top 25 cities that Millennials are moving to now (Time)
- Ranked one of the best places to live (U.S. News & World Report)
- 400 square miles of open-water estuary
- 3 million people call greater metropolitan Tampa Bay area home
- The Tampa Bay area is the 5th most popular moving destination in the U.S. (Penske)

The most critical responsibilities of the position include:

- Directing a variety of community services and programs that bolster neighborhood character and health and may also include programs that provide capital improvements for small neighborhood enhancements
- Communicating and advising City staff and Council regarding neighborhood issues, and coordinating between neighborhoods and any affected City departments through the Neighborhood Liaisons Program and the Neighborhood Networks Program
- Managing and directing City-wide Code Enforcement operations
- Issuing occupational licenses and ensuring enforcement of applicable regulations
- Investigating and resolving discrimination complaints in housing, employment, and public accommodations
- Fostering citizen participation in the Community Development Block Grant planning process
- Engaging in a variety of other community outreach, social improvement, and small neighborhood enhancement programs
- Reviewing revenue reports to determine loss or gain of city revenues through licensing and related fees

## IDEAL CANDIDATE

Mayor Castor has made the reinvigoration of this Department a major priority of her administration. The ideal candidate will be able to synthesize data and opinions from a wide variety of sources and develop plans to address the work of staff to further the Mayor's goals. Professionalism, tact, empathy, and strong communication skills, particularly the ability to listen, are critical for the success of this position.

The successful candidate will have strong technical skills in project and personnel management as well as excellent "soft skills" like relationship building, diffusing difficult situations, and public relations/communications. An above average understanding of responsiveness as well as attracting and retaining staff is important.

Finally, the candidate will need to demonstrate leadership and provide motivation to the department's employees, but also to other city departments and external stakeholders. A strong background in community affairs or neighborhood relations is preferred.

## A Message from the Mayor:

Understanding city departments and the services they provide can be very cumbersome. Consistent and reliable customer service is critical, and we want to make sure city residents are able to manage each city service and interact with each department in the quickest and most effective way. Our job is to uplift communities, help identify the next generation of leaders who we can educate and train, and empower all who want to make a difference in their communities." – *Mayor Jane Castor, Neighborhood Empowerment Plan*



## EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree (preferably a master's) in business, public administration, sociology, psychology, communications or a related field and five (5) or more years of progressively responsible related experience in program management, preferably in the public sector as well as management experience; or an equivalent combination of training and experience.

Certification as a State of Florida Code Enforcement Office is preferred; possession of a valid Florida driver's license required.

## COMPENSATION

Compensation and benefit package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. The salary range is \$118,060 - \$201,968. A standard City of Tampa benefits package is included.

## APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues) by the first resume review date of **Friday, November 15, 2019**, with a second review of applications on **January 10, 2020**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please go to our website to submit your application: <https://executivesearch.cpshr.us/JobDetail?ID=562>



For further information contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews. Candidates deemed most qualified will be referred for additional interviews. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.

During periods when the Mayor issues an emergency declaration for the City of Tampa, all employees may be required to work in preparation, response or recovery activities related to the stated emergency.

