



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF DUNEDIN, FL
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF COMMUNITY DEVELOPMENT

DUNEDIN
Home of Honeymoon Island

THE COMMUNITY

The City of Dunedin (pronounced Donee-din) is located on central Florida's west coast, in the heart of Pinellas County's Suncoast. The beautiful, naturally wooded, and subtropical setting includes close to four miles of picturesque waterfront, a village-like atmosphere, and a relaxed lifestyle. The community's progressive vision, masterful planning, and year-round outdoor activities have lured people from around the world for decades. Today, almost 38,000 residents consider this thriving city a truly delightful place to live, work, and play.

Dunedin celebrates the Arts and Culture and the rich American and Scottish heritage of its founding fathers in numerous ways. Public murals and other artwork are displayed throughout the city. An initiative that uses best practices in historical preservation is currently underway. Every year, the City commemorates such notable events as the Highland Games in March/April and the Celtic Festival in November. The City embraces diversity with a series of events each year commemorating the birthday of Dr. Martin Luther King, Jr., Mardi Gras, St. Patrick's Day, and Cinco de Mayo, to name a few. Other notable attractions include the City's Downtown Market, art and crafts festivals, and numerous other events held throughout the year.

This waterfront community is home to several beaches, including the well-known Honeymoon Island, and is a short boat ride from the world-renown Caladesi Island State Park, which is consistently rated among the best beaches in the world. The City's parks, such as the unique 90-acre Hammock Park, waterfront Weaver Park, and Edgewater Park beside the Dunedin Marina, offer ample opportunities to enjoy fresh air, sunshine, and recreation throughout the year. Visitors and residents alike can also enjoy a round of golf at the City's premier golf course.

The downtown business district is notable for numerous boutique-style stores interspersed between an eclectic selection of local restaurants and a wide array of art studios and galleries scattered around town, including an Artisan District. Visitors and residents can also access the Pinellas Trail, a 39-mile-long bicycle and pedestrian trail that traverses Pinellas County and bisects downtown Dunedin. Nearby, the Dunedin Historical Museum, established in 1978, is housed in a historic railroad station and preserves Dunedin's unique history. Downtown is also pet-friendly, with doggie water bowls located outside many stores and restaurants that also accommodate pets in their outside eating spaces.

Since 1977, Dunedin has been the spring training home of the Toronto Blue Jays, as well as the home of the class-A Dunedin Blue Jays of the Florida State League. Home games are played at TD Ballpark which recently underwent substantial upgrades. Under new renovation construction is the Blue Jays' Player Development Complex located only 10 minutes from the stadium.



The Dunedin Public Library, founded in 1895, is the oldest in Pinellas County and is celebrated as one of the most progressive in the State of Florida. The Dunedin Fine Art Center, established in 1975, is a premier Art Teaching Center—the largest of its kind in the State of Florida—that offers many quality art education programs and inspiring exhibitions. The City has several historic structures which add to its character and charm, four of which are on the National Register of Historic Places.

THE ORGANIZATION

The City of Dunedin has a nonpartisan commission/manager form of government. The City Commission is comprised of a Mayor and four Commissioners, who are elected under a staggered system with overlapping terms. The City Commission appoints four (4) Charter officials: City Manager, City Clerk, City Attorney, and City Auditor.

The City of Dunedin has 373 full- and part-time employees. The City's total budget for Fiscal Year 2020 is \$142.6 million, and the General Fund makes up approximately 22% of the total annual budget. City departments include the City Clerk, City Commission, City Manager's Office, Communications, Community Development, Economic and Housing Development (which includes the Community Redevelopment Agency), Finance, Fire, Human Resources and Risk Management, Library, Parks and Recreation, Planning and Development, and Public Works and Utilities. Law enforcement services are provided under contract by the Pinellas County Sheriff's Office.

The City Manager serves as the chief administrative officer and is responsible for carrying out commission policies and directives, as well as planning and directing activities to ensure the efficient and effective operations of the City. The City Manager provides overall leadership, direction, guidance and management to City Departments; coordinates City efforts to accomplish cost savings and increased efficiencies; and interacts regularly with peers and legislators at the city, county and state level. The City Manager is accessible and responsive to residents and business owners, as well as the City's numerous citizen boards, committees, and highly engaged citizenry.

THE POSITION

The Community Development Department is responsible for the management of the Comprehensive Plan; administration of Dunedin's Land Development Code to include planning, zoning and development of the City's land parcels; enforcement and administration of the Florida Building Code and the City's Property Maintenance Code (code enforcement); and the implementation of Dunedin's 2025 Visioning Plan. The Director of Community Development reports to the City Manager, oversees a departmental budget of \$3.38 million, and supervises an Assistant Director and 16.5 FTEs within Building, Code Enforcement, Planning & Zoning, and Business

Tax Receipts. The Director provides highly responsible professional and technical staff assistance to the City Manager. Under administrative direction, the Director plans, directs, and supervises the activities of the Community Development Department, ensuring compliance with all applicable policies, procedures, laws, and regulations. This is an administrative, technical, and supervisory position involving planning, redevelopment, building inspection, code compliance, zoning, permitting, and coordination of assigned revitalization activities with other departments. The Director is responsible for the administration and enforcement of the City's zoning and building codes and Code Compliance program.

Specific duties and responsibilities of the Director of Community Development include, but are not limited to, the following:

- Develops and oversees the City's long-range planning program with goals, objectives, and implementation measures.
- Plans, organizes, assigns, directs, participates in, and evaluates planning, building, code review and compliance, and zoning administration activities.
- Supervises and manages the Community 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 staff on a daily basis for review and approval of projects and building permits.
- Develops and oversees the department's Operating and Capital Improvement Plans budgets and develops Business Plan initiatives for the department; monitors performance and approves major expenditures; implements and maintains cost-saving initiatives and revenue enhancements.
- Conducts development conferences with developers and engineers; meets with developers to discuss and coordinate city development issues and programs; reviews site and building plans for compliance with ordinances and other established standards.
- Confers with developers, other agencies, and the general public in acquiring information and coordinating planning and zoning matters, building code issues, and code compliance activities.
- Provides direct staffing support to the City Commission, Board of Adjustment and Appeal, and Code Enforcement Board.
- Serves as a technical advisor to the Local Planning Agency, City Commission, City Manager, and other city departments on planning, zoning enforcement, building inspections, and related matters.
- 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, 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.
- Conducts research and planning analyses of project proposals to determine consistency with



the City's Comprehensive Plan and land development regulations.

- Periodically reviews and makes recommendations for improvements and amendments to the City's Land Development Code, Comprehensive Plan, and other policies, plans, and regulations.
- Provides leadership to develop and retain highly competent, public service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Supervises department professional, supervisory, and clerical personnel. Supervisory duties include instructing; assigning, reviewing, and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving disciplinary action, employee transfers, promotions, and discharges.
- Serves as a member of the City's senior leadership team; provides information and recommendations regarding operations.
- Keeps abreast of changes in relevant fields, such as land use, zoning law, historic preservation, redevelopment, main street programs, funding sources, federal/state/county legislation and regulations, and environmental issues.
- Performs administrative duties such as contracting for services, purchasing/bidding, and personnel functions to include hiring, payroll, staff meetings, etc.
- Performs other related duties as required.

The City has \$160 million in capital improvements underway, which include projects such as a new city hall, mixed-used developments, and substantial upgrades to the Toronto Blue Jays' Player Development Complex.

The City has a multi-modal master plan and a Historic Preservation Program, and is currently developing an environmental resiliency plan to serve as a guideline for sustainability initiatives and goals.

Opportunities for the Director include taking a leadership role in moving the community forward from a development perspective and ensuring alignment with the City's identity and long-term sustainability. Current challenges include properly managing growth and its related issues, such as traffic.

The City is seeking an experienced Director with strong leadership skills and a collaborative, engaging management style. A results-oriented leader with a passion for public service and a commitment to excellence is sought. A Director who will create a high level of trust and confidence within the city government and throughout the community is needed.

This position requires a manager with a high-energy level, capable of operating with significant independence, initiative, and a creative approach to solving challenges and resolving problems. The successful candidate will be approachable, available, and able to relate effectively with all members of the City and the community at-large. The ideal candidate must understand, appreciate, and support citizen input and diversity within the organization and community.

The ideal candidate will embrace an environment where city employees are valued, motivated, and engaged. He/She will be skillful in leading by example, empowering employees and creating a culture that promotes excellence and accountability.

The Director must be able to work effectively with elected and appointed officials, other legislative bodies, and other stakeholders, including the Community Redevelopment Agency (CRA).

Candidates must have excellent communication and interpersonal skills; demonstrate patience, consistency, and diplomacy; be open, honest, inclusive, and transparent; and also be of strong moral and ethical character.

Ideally, candidates should have experience in strategic planning, performance measurements, budgeting for outcomes, and customer service.

Requirements include a Bachelor's degree in urban planning or a closely related field, supplemented by a minimum of ten (10) years of progressively responsible experience in planning, code compliance, and zoning administration, five (5) of which have been in a supervisory capacity and with a regulatory or government agency. American Institute of Certified Planners (AICP) certification is preferred.



Must be proficient in land management systems and land development codes. An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

The Director of Community Development is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. As such, the Director is required to stay on premises during a declared state of emergency, or as otherwise mandated.

COMPENSATION

The salary range is \$83,356-\$133,370. Starting salary will be competitive and negotiable based on the qualifications and experience of the individual selected. The State of Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. Position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Dunedin. Candidates will be advised of the status of the recruitment following the selection of the Director of Community Development.

Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Dunedin is an Equal Opportunity/ADA Employer. In accordance with Florida's broad Public Records/Sunshine Laws, applications and resumes are subject to public disclosure.



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