



TOWN OF LAKE PARK

Community Development Director

The position of Community Development Director is being re-advertised in order to extend the application deadline. A diverse, artistic, waterfront community with a population of 8,538 located in sunny Palm Beach County on the east coast of Florida is seeking a dynamic and qualified individual to fill the position of Community Development Director. The Town of Lake Park has a Community Development Area (CRA) and a growing and identifiable downtown area, a U.S. Highway 1 corridor that will soon be expanding, and a mix of land uses that require adequate planning, building and code compliance oversight. The Town of Lake Park has a Commission/Manager form of government where the Town Manager works under the legislative direction of the Town Commission. The Community Development Director reports directly to the Town Manager, and is responsible for performing highly responsible professional urban planning, building, code compliance, and overall supervisory and administrative work by directing and managing the personnel and functions of the Community Development Department and its three Divisions: Planning and Zoning, Building and Code Compliance. The purpose of this position is to provide leadership and guidance to the planning, land use, historic preservation, building permits and inspections, code enforcement, housing, floodplain management, business tax receipts, redevelopment, neighborhood, and urban renewal programs of the Town of Lake Park. This is accomplished by directing, organizing, and coordinating the activities of the Planning and Zoning, Building and Code Compliance Divisions; developing and implementing department policies and procedures; responding to inquiries and requests relating to the Town's many community development programs; developing goals and objectives for each area of responsibility; reviewing the status of major projects; evaluating staff performance; planning short- and long-range programs; providing technical and professional guidance and assistance to other Town departments, the Town Manager and all associated Boards, Commissions and Agencies, and the public at large. Monitoring the execution of the department's annual budget and participating in emergency response as a critical staff member in the event of a disaster are also mandatory functions of the position.

Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, or similar related field is required. Must have a minimum of three years of managerial experience as a planner, community development director or similar position. Minimum five years of supervisory experience with code compliance and with the review and processing of building permits is a must. Master's degree in Public Administration or related field and American Institute of Certified Planners (AICP) membership or certification are preferred. Certification from the Florida Redevelopment Association with working knowledge of Community Redevelopment Agencies and plans; certification by the Federal Emergency Management Agency of completion of Levels 100.b to 800.b of the

National Incident Management System training; and, local and national Historic Preservation knowledge are also preferred.

Salary commensurate with prevailing wage. Excellent Benefits. Deadline for Receipt of Applications: 5:00 p.m. ET on January 18, 2019. Submit current resume, and completed Town of Lake Park Employment Application Form which may be obtained from and must be submitted directly to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida 33403. All applicants shall be subject to a criminal background check and a credit background check. Application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or by email. Phone: 561-881-3300. An Equal Opportunity Employer.