



Development Services Director

Nestled in north-central Florida, Ocala, Florida is the county seat of Marion County. Ocala is adjacent to its namesake Ocala National Forest which is the southernmost forest in the continental United States and is the largest sand pine forest in the world.

Ocala is known as “horse country,” and has countless outdoor recreational activities available in its boundaries, including pristine streams, rolling hills and clean air.

Ocala is one of only five cities (four in the US and one in France) permitted under Chamber of Commerce guidelines to use the title, "Horse Capital of the World", based on annual revenue produced by the horse industry. 44,000 jobs are sustained by breeding, training, and related support of the equine industry, which generates over \$2.2 billion in annual revenue. Ocala is home to the World Equestrian Center, the largest equestrian complex in the United States.

www.worldequestriancenter.com

Greater Ocala is the fifth fastest-growing city in the nation according to U.S. News and World Report and is expected to increase by 10% in the next three years.

Ocala has so much to offer residents and visitors alike, including outdoor recreation, gorgeous scenery, sports events, and plenty of other entertainment.

Notable attractions include the [Ocala National Forest](#), Silver Springs State Park, Rainbow Springs State Park, and the College of Central Florida.

For additional information, visit:

www.ocalamarioin.com

www.visitflorida.com

www.ocala.com

THE GOVERNMENT

The City of Ocala operates under a council-manager form of government, governed by a five-member Council, and elected non-voting Mayor, all of which are elected on a nonpartisan basis. The City Manager is appointed by the City Council to manage all day-to-day operations of the City, except for the Police Department. The Mayor has charge and control of the Police Department.

Currently, the City has approximately 1,100 full-time employees providing outstanding customer service to its community and residents.

For additional information: www.Ocalaf.org

Vision Statement

To make Ocala a great place to live, play and prosper.

Mission Statement

The City of Ocala provides fiscally responsible services consistent with the community's current and future expectations.

THE DEVELOPMENT SERVICES DIRECTOR POSITION

The Development Services Director is a highly responsible, professional, technical and leadership position charged with the complete responsibility for the operation of the Building, Code Enforcement and License and Permitting Divisions with an annual budget of \$2,000,000.

The Development Services Department commitment is to guide growth and change for the City of Ocala while maintaining quality of life for its residents.

The ideal candidate is a Customer Service Team builder who will exercise a value system based on transparency and integrity that creates a high level of trust and confidence.

The department includes the Building, Code Enforcement and License and Permitting Divisions. All divisions support the permit center while providing quality short- and long-term planning and excellent customer care in meeting the needs of the building community.

The Development Services Director directly supervises two (2) who supervise a total of twenty-five (25) employees.

The Development Services Director reports to the Growth Management Director.

THE IDEAL CANDIDATE

The Development Services Director is a "Servant Leader," by action and example who seeks to bring true collaboration who seeks to bring people together to foster a coordinated team to meet mutually developed goals and objectives and hold staff accountable for results. He/She will inspire staff to be professional, progressive, and an effective communicator.

DUTIES AND RESPONSIBILITIES

- Ensures citizen needs are met through efficient service requests and permit intake, scheduling, and public information processes.
- Plans, evaluates, and directs goals, objectives, operations, programs, policies, and procedures related to the Building/Permitting and Code Enforcement Division.
- Requires abstract thinking to continually provide the department with an innovative and productive workplace.
- Responsible for the department's budgetary compliance with the Building and Code Enforcement funds.
- Supervises and evaluates departmental staff.

- Directs and supervises all aspects of comprehensive, current and historical preservation planning for the City.
- Develops and presents recommendations for the strategies as needed to further growth Management Director as needed to further the goals, objectives, and policies of department.
- Directs staff in assisting various advisory boards in making decisions and recommendations in the development of the City.
- Meets with architects, attorneys, engineers, developers, etc. to discuss and solve problems relating to Florida Building Code and City's Code of Ordinances.
- Determines the amounts of permit fees, sewer assessments, zoning fees, licensing fees and is responsible for collection.
- Monitors and updates codified processes to eliminate outdated, excessive, and unnecessary requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Commitment to excellence.
- Knowledge of principles, practices, and procedures of supervision, organization, and administration.
- Ability to plan, implement and coordinate technical and administrative programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Thorough knowledge of comprehensive land use planning, building and development regulations
- Ability to effectively communicate and interact with other employees.
- Ability to establish and maintain effective working relationships with residents, co-workers, and elected and appointed officials.
- Ability to maintain a flexible work schedule.

EDUCATION AND EXPERIENCE

- Graduation from accredited 4-year college or university with degree and major coursework in construction management, urban planning, geography, or public administration. Masters preferred.
- Six (6) years related experience and/or training.
- Six years (6) related of experience, including supervisory experience or equivalent combination of training and experience.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain valid Florida operator's driver's license.
- Preferred: American Institute of Certified Planners (AICP).

SOFTWARE SKILLS REQUIRED

- Presentation/PowerPoint and Spreadsheet
- Accounting, Database, Human Resources Systems, Payroll Systems and Word Processing
- Permitting and Plan Review Software

- E Plans

COMPENSATION AND BENEFITS

The starting salary is expected to be \$105,000 to \$120,000 annually, depending on the experience and qualifications of the selected individual.

In addition, the City provides an excellent and generous benefit package to the successful candidate, including:

- Medical and Life Insurance.
- Dental and vision plans.
- Generous Leave package.
- 401a contribution.
- Car allowance.
- City provided cell phone.

Send cover letter and comprehensive resume, including salary history.

HOW TO APPLY

For additional information on this outstanding opportunity, visit:

www.MercerGroupIncFlorida.com/executive-recruiting

Send cover letter and comprehensive resume, including salary history to: DHHiggin@att.net

The position will remain open until filled and the process will move forward immediately upon receipt of an adequate pool of well-qualified applicants.

Resumes are subject to the provisions of Florida Public Records Statutes

The City of Ocala, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.