

CITY OF LARGO, FLORIDA

NOW SEEKING

# DIRECTOR OF COMMUNITY DEVELOPMENT



- Champion of Change and Innovative
- Solution-oriented Visionary
- Coach and Mentor
- Service-oriented Leader

For more information, including a complete job description visit

**[LARGO.COM/JOBS](https://www.largo.com/jobs)**

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# ABOUT OUR COMMUNITY



Conveniently located near world-class beaches and attractions in a picturesque natural setting, Largo is the fourth largest city in Tampa Bay. We offer a great quality of life for residents with affordable housing and entertainment, valued green spaces, an engaged and active community along with safe and attractive streets ... all helping us to achieve our mission of providing Superior Services that Inspire Community Pride!

Our central location, attractive community, superior parks and leisure services make Largo the easy and most natural choice for your home, business and recreational needs. Our dedicated staff, inspiring leaders and involved community all help make Largo - the Community of Choice in Tampa Bay... Naturally!

Largo serves as the central hub of activity in Pinellas County along with St. Petersburg to the south, Clearwater to the north and Tampa to the east (just across the causeway.) For swimming, boating, fishing or any outdoor activity, you can't beat the county's 35 miles of powdery white beaches and nearly 588 miles of coastline. Largo has an average of 361 days of sunny weather each year where you can enjoy the surf, sun and sand. Three of the top ten beaches in the nation are located in Pinellas County including Clearwater Beach, Fort De Soto Park and Caladesi Island State Park.

**EST. 1905**

**83K RESIDENTS**

**3K EMPLOYERS**

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*Learn more about our community by visiting [Largo.com](http://Largo.com) and searching for current demographics .*



# HOW WE WORK TOGETHER

Largo has a council-manager form of government that combines the strong political leadership of City Commission with the professional experience of a City Manager. Our elected body is made up of six citizen Commissioners and a Mayor who work together to set policy. The City Manager sets policy and directs day-to-day operations. The organization is made up of approximately 959 employees that work in over 15 facilities.



Woody Brown  
MAYOR



Henry Schubert  
CITY MANAGER

## HIGH PERFORMANCE ORGANIZATION

*"I am committed to building an organization that is flexible and resilient. Our High Performance Organization model opens the door to intentionally build leadership capacity at all levels of the organization. With all voices valued at the table, we can make better decisions that support superior service delivery to the community."*

- Henry Schubert, City Manager

## DEPARTMENTS

- Administration
- Community Development
- Engineering Services
- Environmental Services
- Finance
- Human Resources
- Information Technology
- Largo Fire Rescue
- Largo Police Department
- Largo Public Library
- Public Works
- Recreation, Parks & Arts

## MISSION

To provide superior services that inspire community pride.

## VISION

To be the community of choice in Tampa Bay!

## VALUES

- Collaboration
- Integrity
- Passion
- Creativity



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# ABOUT THE BENEFITS

TeamLargo enjoys competitive compensation, professional and personal development in a high performance organization (HPO), generous benefits and leave packages and more!

- Health and Wellness Benefits
  - Medical, dental and vision coverage
  - Medical and dependent care flexible spending (FSA) and health savings (HSA) accounts
  - Paid life insurance and supplemental life and accidental death coverage
  - Long Term Disability
- Defined Contribution Plan 401(a) and Deferred Compensation 457(b) and Roth 457(b)
  - City Match - 7.5%
- Paid Leave and Holidays (11)
- Comprehensive Wellness Program
- Fitness Center Membership (w/24 hr access)
- Wellness reimbursement (fitness classes or personal trainer)
- Tuition Reimbursement Program
- Service Awards and Team Member Recognition





# JOB DESCRIPTION

**SALARY RANGE: \$110,000 - \$130,000**

## SUMMARY

Serves as a progressive leader of vision, planning and performance improvement and advocate for continuous learning and professional development to ensure services meet the needs of our growing and diverse community. Directs activities of the City's Community Development (CD) Department. Oversees all programs and services in the Planning, Building, Community Standards, Housing and Economic Development Divisions.

As a member of the Executive Leadership Team, the CD Director is a champion for the organization's mission, vision and values, and contributes to city-wide performance and strategic initiatives while promoting leadership, empowerment and communication throughout all levels of the organization.

This position reports to the City Manager.

Performance assessed in the areas of planning and development through inclusive High Performance Organizational (HPO) leadership principles, working collaboratively with all city departments and effectiveness in setting and achieving department goals and objectives.

## EDUCATION

- Master's Degree in Urban and Regional Planning, Architecture, Business or Public Administration, or a directly related field.
- American Institute of Certified Planners (AICP) certification preferred

## PROFESSIONAL EXPERIENCE

- At least ten years progressively responsible experience in leading organizational change of assigned divisions
- A minimum of two years supervisory and managerial experience (including coaching and development of division leaders and senior level team members)
- Track record of continued professional development and planning and overseeing staff development
- Valid Florida Driver's License \*or\* valid license from another state for transfer within 30 days.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Advanced knowledge of organizational structure, practice, and services in; planning, building, permitting, code compliance housing, and economic development
- Excellent verbal and written communications skills to:
  - effectively create and facilitate presentations to elected officials
  - present complex and technical information to all audiences
- Demonstrated ability to:
  - create healthy and productive working relationships with staff, city officials, executives and the public
  - practice inclusive HPO principles that invite leaders from all levels of the organization to contribute to innovative solutions
  - promote collaboration to achieve common operational and organization goals



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# ESSENTIAL DUTIES & RESPONSIBILITIES



## LEADERSHIP

- Utilizes High Performance Organization (HPO) principles
- Inspires and builds trust
- Mentors and leads team skill development and professional growth
- Ensures and inspires thoughtful risk-taking
- Facilitates alignment of departmental operations and the organization's strategic direction
- Inspires and communicates departmental vision and purpose
- Exercises intellectual curiosity and passion
- Shares responsibility and accountability with staff



## MANAGEMENT

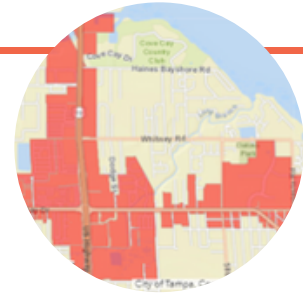
- Oversees operations, systems and staff
- Provides timely, direct, and actionable feedback
- Monitors performance and capacity of staff
- Implements innovative long-range and short-range strategic plans to achieve the mission and vision
- Manages operating and capital budgets
- Ensures and evaluates effective service delivery to meet the community's needs
- Sets clear goals and directives and effectively facilitates communication
- Empowers staff to contribute to solutions
- Remains current in emerging trends, technologies and best practices



## TECHNICAL

- Ensures compliance with federal, state and city regulations
  - Staff director for Planning Board, Code Enforcement Board, Community Redevelopment Agency, and the CD Advisory Board.
  - Represents the City with public and private groups
  - Administration of the Community Development Block Grant (CDBG), HOME and SHIP programs
  - Oversees formulation of comprehensive plans, land development regulations, special area plans, capital improvement programs, affordable housing policies and strategies, economic development program, and annexation initiatives
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# UPCOMING PROJECTS



## LARGO TRI-CITY SPECIAL AREA PLAN

This interdepartmental project team ensures compliance and consistency with the City's Comprehensive Plan, Strategic Plan, Largo Activity Center Urban Design Guidelines, and the Pinellas Countywide Plan Rules and Strategy. The City of Largo is partnering with Kimley-Horn and Associates (KHA) to support public outreach, analysis, and implementation throughout the project. KHA brings local insight into strategic planning and decision-making, and has supported the City on prior projects such as: Largo Mall Special Area Plan, Multi-modal Plan, and the Comprehensive Development Code (CDC).



## DOWNTOWN REDEVELOPMENT

A multi-year plan of strategic investments into Downtown Largo will knit together the Parks District and the Medical Arts District with the historic core along West Bay Drive and Clearwater-Largo Road. Through community input, a strategic focus on community pride, and the community's desire for an active and interconnected downtown, staff will be working to ensure Downtown is an inclusive and family-friendly hub connecting our community to employment, education and recreation opportunities. Visitors will be welcomed with modern architecture with natural finishes and can look forward to Florida-friendly plants and trees, and a diversity of green space that represent our community value of nature.

These investments into public spaces are meant to set the stage for private revitalization and redevelopment. From communal spaces, art murals, restaurants, shops and services, we invite you to join us on a journey to re-experience Downtown Largo



## DOWNTOWN CITY HALL

Major goals of the Redevelopment Plan include: a walk-able downtown with mixed-use development neighborhood preservation and revitalization; and the creation of a livable downtown where families of different incomes can live, work, shop and play.

The new construction of our City Hall building, located in the heart of the redevelopment district, will be a destination not only to conduct City business and provide community services, but also a place to enjoy, shopping and dining options!