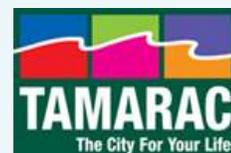




Director of Community Development

City of Tamarac





About Tamarac

Located in the heart of beautiful Broward County Florida, Tamarac is ideally located near major highways, airports, tourist attractions, shopping, and recreational activities. Originally founded as an active retirement community by developer Kenneth E. Behring in 1963, Tamarac has grown into one of the most culturally diverse cities in South Florida and boasts amazing amenities, award winning programs and services, and some of the most affordable housing in the area.

Today Tamarac is no longer just a retirement destination. With a population that has gotten younger and more diverse over the years, the city boasts an amazing array of activities and services for people of all ages. As the City 's new tag line states, Tamarac is "The City for Your Life" — not only is it your city from the moment you are born, it also provides the quality and type of life you deserve throughout your lifetime.

Vision

The City of Tamarac, Our Community of Choice - Leading the nation in quality of life through safe neighborhoods, a vibrant economy, exceptional customer service and recognized excellence.

Mission

We are "Committed to Excellence . . . Always". It is our job to foster and create an environment that: Responds to the Customer, Creates and Innovates, Works as a Team, Achieves Results, and Makes a Difference.

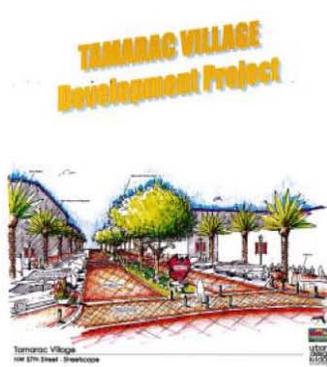
Values

As Stewards of the public trust, we value: Vision, Integrity, Efficiency, and Quality Service.

Government

The City of Tamarac is a Commission-Manager form of government. The City Manager is appointed by the City Commission and serves as the administrative head of the City's government. The City Manager operates at the direction of the Commission and is responsible for the day-to-day administration of the City's departments, as well as guiding growth and development.





Community Development Department

The Community Development Department is made up of five different but cohesive divisions, consisting of Code Compliance, Planning and Zoning, Housing and Neighborhoods, Economic Development and Business Revenue. Each of these divisions come together to make every effort in maintaining a higher quality of life for those living, working and visiting Tamarac.

- *Planning and Zoning:* The Planning and Zoning Division 's mission is to ensure the quality of the built environment through innovative revitalization efforts and land use planning, in a proactive, responsive, and efficient manner while enhancing and maintaining the community 's unique character.
- *Economic Development:* The Economic Development Division functions as an advocate for the business community, works to attract new development and redevelopment retain existing businesses and serves as an informational resource to the business community.
- *Housing Administration:* The Housing Administration Division 's mission is to ensure neighborhood vitality through neighborhood partnerships while providing assistance to the residents of Tamarac. To connect health and safety issues, address code violations and provide modifications to improve accessibility and safety as needed for elderly and/or disabled persons. In addition, the Housing Division will provide assistance for those seeking residency in Tamarac in obtaining decent, affordable housing. The Housing Division seeks to expand and improve housing opportunities for current and future residents of the City of Tamarac.
- *Code Enforcement:* The Code Enforcement Division is charged with ensuring compliance with the City of Tamarac's Code of Ordinances. Compliance is achieved through communication with and the education of our residents and business owners, utilization of approved inspection techniques; investigation of complaints; and if required, the imposition of fines and liens through a quasi-judicial hearing process and the issuing of uniform citations. These processes act to provide an equitable, expeditious, and effective method of enforcing the Code of Ordinances.
- *Business Revenue:* The Business Revenue Division, as part of an HPO is committed to utilize innovative management to develop and maintain a strong financial base. The Business Revenue Division will continue to strive to provide and maintain quality customer service to the business community through promoting efficient, responsive and expedient customer service, and continue to assist the business community to keep it vibrant and safe.

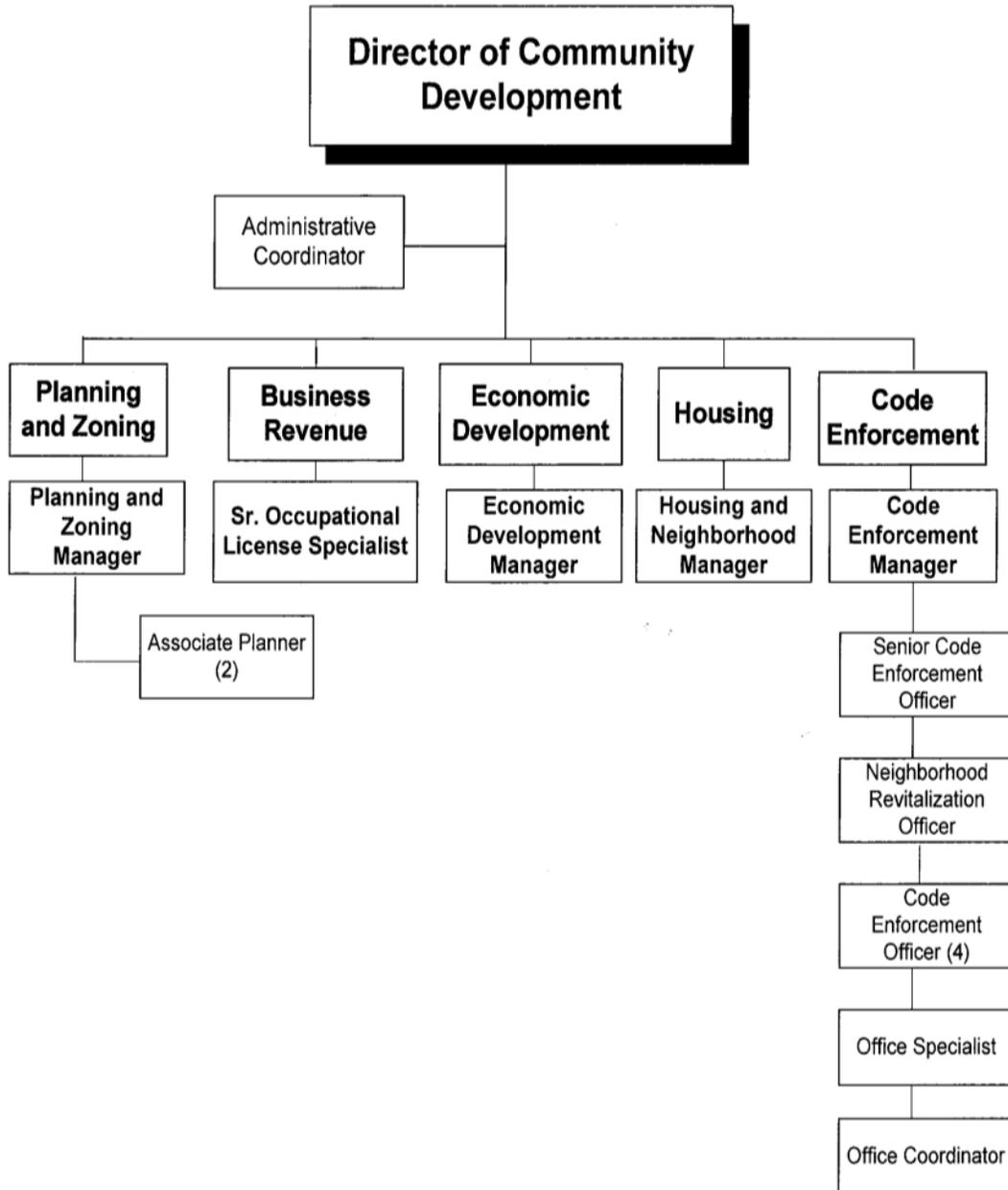
The Position

Under the direction of the City Manager, the Director of Community Development leads, directs and supervises the activities of the Community Development Department and its five divisions in order to ensure the orderly growth and neighborhood sustainability.

Organizational Chart

Community Development Department

17 Full Time (17 FTE)



Essential Job Functions

- Supervises the operation of the Community Development Department including Code Compliance, Planning and Zoning, Business Revenue, Economic Development and Housing Divisions.
- Interprets, monitors and amends the City Code of Ordinances in relation to land development, comprehensive planning, and code compliance.
- Directs special programs and projects including the master plan for Tamarac Village, the Public Art Program, community development districts and neighborhood improvements districts.
- Chairs the Development Review Committee and ensures that development projects meet the requirements of City departments and functional areas.
- Serves as staff liaison, develops and make presentations to the City Commission, Planning Board, the School Board of Broward County, Technical Coordinating Committee (TCC) of the Broward County Planning Council, and department managers, community groups including but not limited to improvement districts, developers, property owners and attorneys regarding planning, code related projects, and neighborhood programs.
- Interprets, monitors, and amends the City's Comprehensive Plan, Future Land Use Plan map, Land Development Regulations, and other governmental plans that may affect the City.
- Prepares recommendations concerning land use amendments, code amendments, re-zonings, site plans, subdivision development, landscape plans, easements, annexation, etc.
- Monitors, evaluates and recommends appropriate changes to the City's Concurrency Management System and capital improvement program as it relates to the comprehensive plan and State statutes.
- Directs and manages economic development efforts including retention and expansion of targeted industry within the City.
- Directs the design, development and implementation of the City ' s Economic Development Program, including development of Tamarac Village Project and areas targeted in the City' s redevelopment studies.
- Facilitates, promotes and ensures economic development in order to secure opportunities for economic and business development and increase in local employment.
- Directs the City ' s Business Revenue functions.
- Directs the City ' s Housing Division and Neighborhoods Division, initiatives and housing programs including the Community Development Block Grant and State Housing Initiatives Partnership (SHIP) Grant and HOME and (NSP (Neighborhood Stabilization Program)
- Prepares, plans, directs and evaluates the budget of the Community Development Department. Reviews and approves all departmental expenditures.
- Writes and applies for grants for various citywide projects.
- Advises other departments on planning, zoning, development issues, and compliance issues.
- Makes public presentations to a variety of audiences.



Education and Experience

Qualified candidates will have a Bachelor 's degree in urban planning, public administration or related field and at least six (6) years progressively responsible experience in municipal urban planning and economic development, to include at least four (4) years of senior level managerial experience. A Master 's degree is preferred. Knowledge of and experience with Florida 's Comprehensive Plan are desirable. A combination of education and experience will be taken into consideration when reviewing applicants.

Licenses and Certifications

- An American Institute of Certified Planners (AICP) certification is preferred.
- This position requires a valid state driver's license at employment.

The Ideal Candidate

The ideal candidate will possess a record of accomplishment and success in urban planning and zoning as well as economic development. In addition, the ideal candidate will have experience in the development review and approval process, land use, public art, project management and housing and community development programs such as the Community Development Block Grant (CDBG). The ideal candidate should have experience with urban development and redevelopment and be well versed in managing the unique challenges in both areas. This individual will have knowledge of current trends, and issues and strategies that affect and influence all aspects of economic and community development. Knowledge of Florida 's statutes and codes will be beneficial.

The Director of Community Development is fiscally responsible for the Community Development department. The ideal candidate will have experience in developing and monitoring departmental budgets.

Excellent communication, interpersonal and presentation skills are essential along with strong leadership abilities placing a very high priority on customer relations; advanced written and oral communication skills are imperative. The ideal candidate should have proven experience in building and maintaining a broad spectrum of partnerships both internally and with the community to ensure that a common vision is enacted and supported. In addition, this individual must have the capacity and interest to be an effective mentor and leader for staff.

The ideal candidate must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The City of Tamarac is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: TAMDCD

Affion Public
20 North 2nd Street, Suite 200
Harrisburg, PA 17101
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Fax: 717-214-2205
www.affionpublic.com

