



VILLAGE OF *Indiantown* FLORIDA

CAREER OPPORTUNITY

COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

ANNUAL SALARY

\$67,000-\$82,000 (DOQ)

FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays - Thursdays, 8:00 a.m. to 6:00 p.m.; closed Fridays

APPLICATION DEADLINE

Monday, April 13, 2020, by 5:00 p.m.; however, the position will remain open until filled.

OUR COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR (CEDD) IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE.

POSITION SUMMARY

Reporting to the Village Manager, the CEDD will direct, plan, manage, and oversee all activities (and associated contractors) related to the Village's growth and development to include economic development goal planning, comprehensive community planning, zoning, code compliance, building & safety, community preservation, workforce development, entrepreneurship development, and business recruitment, expansion and retention.

CONTACT

Village Clerk Susan A. Owens, MPA, MMC

sowens@indiantownfl.gov

Post Office Box 398 • Indiantown, Florida 34956

772-285-7740 • www.indiantownfl.gov

About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.



VILLAGE OF *Indiantown* FLORIDA

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

SELECT DUTIES AND RESPONSIBILITIES

- Strategic planning and overall management of the various functions under the CED office
- Hiring and supervision of staff and contractors, including Code Compliance and Building Inspections
- Prepare and manage department budget
- Coordinate and oversee all economic development programs on behalf of the Village
- Develop and nurture relationships with developers, realtors, trade associations, county, state, and other local government officials, banking, financial, community and business leaders
- Assist in policy research, development, and decision making
- Liaise with other Village departments, outside agencies and community groups to explain and discuss various aspects of the department's functions
- Attend and conduct public meetings, presentations, hearings, media events, and advisory committees to obtain public response and explain Village policies, codes, regulations, and projects
- Represent the Village on city, state, local, and professional boards/associations
- Compile and maintain databases and relevant planning and economic information regarding housing, industrial and commercial development activities
- Prepare, negotiate, and administer contracts and agreements
- Coordinates assigned activities with other departments
- Provides complex administrative support to the Village Manager
- Other duties may be required and assigned

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in a business, public administration, urban planning, economics, finance or economic development field; Master's degree preferred
- Minimum of five years of substantial experience in planning, economic and/or community development
- Knowledge of municipal government structure, operations, services and activities
- Experience directly managing projects and people
- Strong and effective oral and written communication skills with the ability to make presentations
- Strong interpersonal, management and leadership skills
- IEDC or AICP certification desired
- Knowledgeable on typical office software and computer systems
- Valid Florida driver's license

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Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled.

An *original*, signed version of a candidate's submission, with the *candidate's legal signature on the cover letter*, may be e-mailed to Susan A. Owens at sowens@indiantownfl.gov. The signed cover letter shall include the statement: "*I certify all information contained in this cover letter and resume is true and accurate.*" Failure to follow these submission requirements may disqualify applicant from consideration.

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

**INDIANTOWN VILLAGE IS AN EQUAL
EMPLOYMENT OPPORTUNITY
EMPLOYER AND DOES NOT
DISCRIMINATE ON THE BASIS OF
RACE, COLOR, NATIONAL ORIGIN,
SEX, RELIGION, AGE, DISABILITY,
MARITAL STATUS, FAMILY STATUS,
OR SEXUAL ORIENTATION IN
EMPLOYMENT OR THE PROVISION
OF SERVICES.**