

City of Clearwater – Assistant Director of Economic Development and Housing

Organization: The City of Clearwater is located in the Tampa Bay area on the beautiful gulf coast of Florida. With a population near 110,000, the Clearwater Economic Development and Housing Department plays a vital role within the community. The Department's mission is to improve and expand the economic base of the City through the retention and expansion of existing businesses and the attraction of new real estate investments, while creating opportunities for affordable housing.

Position: The department is seeking an experienced and energetic leader in the affordable housing and economic development field for the position of Assistant Director. This highly responsible senior management position will be responsible for economic development, community development and affordable housing program administration; business outreach and development; contract and grant administration; budgeting and reporting; staff supervision; real property development and acquisition; and mortgage lending, loan servicing and portfolio management.

The selected candidate must have comprehensive knowledge of affordable housing, community development, and economic development programs; business development; factors affecting business and community vitality as well as economic development programs and incentives; public/private financing mechanisms; and the ability to become familiar with the natural and economic resources of Clearwater, including the existing industry, tax structure, environmental protection, utilities, available buildings and labor, transportation systems, and financing. Candidate must also possess excellent communication skills and considerable skill in researching, organizing and analyzing technical and financial information.

Qualifications: Graduation from an accredited four (4) year college or university with a degree in business administration, public administration, economics, urban planning or related field and five (5) years of progressively responsible professional experience in economic development, community development and housing program management, grant and contract administration, program development, real estate development or affordable housing development, including at least three (3) years in a supervisory capacity.

Target Entry Salary: \$65,000 - \$75,000 annual

To Apply: Qualified candidates should submit cover letters, resumes and/or completed applications to: humresweb@myclearwater.com. Applications and additional information can be found on the City's website at www.myclearwater.com.

Clearwater is an equal opportunity employer and offers a competitive salary with excellent benefits.