



CITY OF OVIEDO

CAREER OPPORTUNITY

October 22, 2012

DEVELOPMENT SERVICES DIRECTOR

Development Services Department

Starting Range: \$80,220.00-\$100,275 DOQ
Closing Date: November 16, 2012

The City of Oviedo, Florida is seeking an experienced Development Services Director. The qualified candidate must be focused, results-oriented, and technically proficient. They must possess enthusiasm, vision, and outstanding communication skills.

The Development Services Department is staffed with 10 full-time employees responsible for planning, development review, code enforcement and building services. This position oversees the functional area of development services including the managers of Planning and Development, and Code Enforcement. This position performs a variety of complex professional, supervisory responsibilities, and manages activities that focus on customer service, community development and redevelopment. Administers the Comprehensive Plan, Land Development Code, Code of Ordinances and other City Ordinances, policies and procedures. The position reports directly to the Assistant City Manager.

The City is progressive and poised for growth. It is a family-oriented community situated in southeastern Seminole County and is ideally located approximately 20 minutes from downtown Orlando.

The ideal candidate will be a graduate from an accredited university or college with a Bachelor's degree in either planning, public administration, business administration or a related field. A Master's degree in public administration, planning, urban policy, political science, business administration or a related field is preferred. Five (5) years of progressively responsible supervisory experience in planning, business development, community redevelopment and management of municipal programs and personnel. Experience at the division manager, assistant or director level is preferred.

Municipal or other public sector experience and working knowledge of SunGard HTE public sector software desired. Knowledge of public administration, ordinances, policies and procedures of the City; knowledge of municipal government activities; knowledge of local community issues; knowledge of current management methods and practices; and the ability to accurately prepare and report Council agenda items. Salary will be contingent on qualifications and the extent to which the candidate meets the profile described above.

As part of our commitment to a drug-free and tobacco free workplace, each applicant who is successful during the new hire process, is offered employment conditioned upon successfully passing a drug and tobacco test. Refusal to take a test, or failure to pass the test according to minimum standards, is cause for disqualification.

Complete job description are available at Oviedo City Hall, Human Resources Department, 400 Alexandria Blvd., Oviedo, FL 32765. **Please apply by sending an application, resume and cover letter, including desired salary and three (3) references to careers@cityofoviedo.net.**

EOE-M/F/D/V-Drug-Free Workplace/
Tobacco-Free Work Environment