

# Redevelopment and Zoning Coordinator

**Employer:** City of Atlantic Beach

**Closing Date:** February 20, 2013

**ESSENTIAL JOB FUNCTIONS:** Develops policies and programs to promote economic development in the City that results in job creation, capital investments, and expanded tax bases. Manages maintenance of critical information desired by development prospects such as economic data, land/structure availability, demographic and psychographic data, and general market information in a readily accessible manner. Represent the City in partner organizations such as Jacksonville (Duval County) and the other Beaches Cities as well as state and federal agencies. Provide recommendations on Zoning Ordinance/Comprehensive Plan update. Assist with the activities involved in administering existing City codes through building permits, variances and exceptions. Provide staff support, reports and support to the City Commission and Community Development Board. Explain and interpret zoning codes and regulations to builders, developers, and the general public. Serves as liaison between civic groups, private and public agencies in solving Community Development issues. Conducts examination of building plans, specifications, blueprints, surveys and sketches for compliance with codes and regulations governing land use and zoning. Prepares and submits applications for Community Development Block Grant Funds and manages programs. Prepares and disseminates a wide variety of information materials (collateral) representing City businesses and services through the use of brochures, newsletters, flyers, articles, commercials, radio, print advertising, special presentations, signage and related materials. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Bachelor's degree in Business Administration, Public Administration, Urban Planning, or a related field is required. Two to three years economic development experience in municipal management involving coordination, administering and implementing development proposals preferred. Master's Degree or graduate level coursework desirable. Experience and knowledge of Microsoft office and other standard software applications required. Knowledge of ARCView GIS desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:** Comprehensive knowledge of business development, factors affecting business and community vitality, tools for enhancing economic opportunity, and the relationship between community and economic development. Ability to communicate effectively with groups and individuals, organizations, elected bodies, business prospects, and development and finance professionals regarding issues and opportunities related to economic development. Knowledge of the principles, techniques and objectives of Community Development Block Grant programs; urban planning; Florida laws; zoning codes; licensing activities; comprehensive land use planning and development regulations. Ability to read and interpret construction plans, plot plan specifications, surveys and sketches, blueprints, and make recommendations accordingly. Ability to establish and maintain effective working relationships with private and public agencies, organizations and individuals.

**COMPENSATION:** Starting Pay: \$47,694 to \$64,003 D.O.Q. + benefits

Please visit [www.COAB.us](http://www.COAB.us) for job listing and online application.