

**HILLSBOROUGH COUNTY  
CITY-COUNTY PLANNING COMMISSION  
TAMPA, FLORIDA**

*invites your interest in the  
position of*

**EXECUTIVE DIRECTOR**

**THE COMMUNITY**

**Hillsborough County** and Pinellas County to the west comprise the Tampa-St.Petersburg-Clearwater Metropolitan Area and is often referred to as the **Tampa Bay Area**.

Blessed with inspiring natural beauty, arts, history and culture, and an appealing climate, the Tampa Bay Area has excellent schools and the environment for raising children could not be better. The counties immediately north of the Tampa Bay Area boast one of the last remaining areas of the "Real Florida," as the area features preserved natural settings that invite you to take a deep breath and enjoy the abundance of back-to-nature activities for anyone craving a relaxing or adventurous outdoor experience. For those that prefer to be close to the water, Tampa Bay Area's world class pristine beaches and spectacular sailing on Tampa Bay together with an average of 360 days a year of sunshine, the outdoor activity possibilities are endless.

In the center of it all is Hillsborough County, home to over 1,260,000 residents, 1,048 square miles of land and 24 square miles of inland water area. The unincorporated area encompasses 909 square miles, or more than 84 percent of the total county area. The three incorporated cities of Tampa, Temple Terrace, and Plant City account for 163 square miles.

Tampa is the county seat and the third most populous city in Florida with a population of approximately 350,000. If you want to travel, you can get anywhere from here. Tampa International Airport was awarded 3<sup>rd</sup> place globally among airports serving 15 to 25 million passengers. Interstate 75 runs through the center of Hillsborough County with Miami at the Southern tip and the Upper Peninsula of Michigan at the Northern tip.

For additional information please visit web-sites in the Greater Tampa Bay Area by clicking on the following links:

[www.hillsboroughcounty.org](http://www.hillsboroughcounty.org)   [www.tampagov.net](http://www.tampagov.net)   [www.planhillsborough.org](http://www.planhillsborough.org)   [www.stpete.org](http://www.stpete.org)

[www.plantcitygov.com](http://www.plantcitygov.com)   [www.templeterrace.com](http://www.templeterrace.com)

## **THE PLANNING COMMISSION**

The Hillsborough County City-County Planning Commission is seeking a visionary, innovative and energetic professional to lead a multi-jurisdictional agency as its Executive Director.

The Planning Commission is Florida's only multi-jurisdictional, State-mandated, comprehensive planning agency. Created in 1959 through a special act of the Florida legislature, for over fifty years the Planning Commission has coordinated and provided long-range, comprehensive planning to the Cities of Tampa, Temple Terrace, and Plant City, in addition to unincorporated Hillsborough County. The Planning Commission staff, through inter-local agreement, also serve the Metropolitan (transportation) Planning Organization, fostering integration between land use planning and transportation.

Including the Executive Director, the Planning Commission has a staff of 45 employees; 37 professional and 8 support. The annual operating budget of the Planning Commission is \$4.3 million.

## **THE POSITION**

The Executive Director serves at the pleasure of the Planning Commission Board to accomplish all of the Planning Commission's mandates while ensuring compliance with Commission goals, objectives and policies. The Executive Director's duties and responsibilities include but are not limited to the following:

- Maintains the comprehensive plans of Hillsborough County and the cities of Tampa, Temple Terrace, and Plant City.
- Reviews and offers recommendations on re-zonings and other land development regulation changes.
- Conducts and publishes a variety of planning-related studies.
- Develops and implements the agency's annual budget and work program by defining performance-based measures, monitoring agency effectiveness, submitting funding requests, and directing operations.
- Fosters and promotes a workplace culture based on professionalism, collaboration, respect, and accountability.
- Advises the Planning Commission, the Board of County Commissioners, local mayors and city councils, chief administrators, community stakeholders and trade associations on a variety of growth management and economic development issues.
- Supports the Hillsborough County Metropolitan (transportation) Planning Organization.
- Performs other related duties as required.

## **THE IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES**

In evaluating applicants for this position the Planning Commission will be looking for candidates who have the following characteristics and competencies:

- Knowledge of business and management principles involved in strategic planning, leadership, and coordination of people and resources.
- Knowledge of laws, legal codes, regulations, agency rules as applied to land use and transportation planning in the State of Florida, Hillsborough County, and the cities of Tampa, Temple Terrace, and Plant City.
- Knowledge and ability to prepare budgets for a public service organization and provide fiscal analysis and responsibility.
- Knowledge of the theories, principles and practices of comprehensive planning for political jurisdictions.
- Considerable knowledge of recent trends and literature in the field of planning.
- Skill in managing planning projects, long-range comprehensive plans, and plan implementation involving single and multiple independent political jurisdictions.
- Skill as a strategic and systematic thinker.
- A demonstrated record of a commitment to customer service.
- Skill at inter-personal communication.
- Skill in organizational development and team-building.
- Ability to effectively and efficiently manage, plan, organize, direct , control and supervise the work of others.
- Ability to establish and maintain effective working relationships with local, regional, and state governments, other government agencies, and other partners in the planning process.
- Ability and willingness to prioritize, organize and accomplish work in alignment with Planning Commission goals.
- Ability to communicate well both written and orally.
- Ability to manage multiple projects simultaneously.

The ideal candidate will have a thorough knowledge of laws and ordinances governing planning, development and zoning processes; thorough knowledge of development and planning practices and principles, economic and community development practices, growth management principles, strategic planning procedures and redevelopment principals; general knowledge of land use and building construction codes; ability to write clear and concise reports, memoranda, directives and letters; skill in formulating, analyzing, and effectively communicating development plans to the public, private developers, City and County management and elected officials; ability to manage, direct and supervise professional and clerical staff; ability to establish and maintain effective working relationships with elected officials, department directors, contractors and developers, associates and the general public.

## **EDUCATION AND EXPERIENCE**

A minimum of a Bachelor's Degree from an accredited college or university with a preferred major in Urban and Regional Planning or a related field.

A minimum of five years of progressively responsible management experience desirably in a planning firm or agency or in a planning function.

A Master's degree in Urban and Regional Planning or an advanced degree in a related field and certification by the American Institute of Certified Planners (AICP) are desirable.

## **COMPENSATION AND BENEFITS**

The starting salary range for the Executive Director is expected to be \$135,000 to \$175,000 annually. Reasonable relocation expenses will also be provided to the successful candidate. The selected candidate will have an individual employment contract with the Planning Commission Board and actual benefits will be determined during contract negotiations.

Planning Commission staff benefits include but are not limited to the following:

- Multiple Health Plans; County contributes a significant percentage of the monthly premium.
- Cafeteria Benefits Plan; County provides a cash benefit to offset coverage selected.
- Short & Long Term Disability.
- Florida State Retirement System.
- Generous leave including 12 Holidays, Annual Leave and Sick Leave.
- And More.

The selected candidate will be required to establish residency within the Greater Tampa Bay Area within six months of appointment.

## **HOW TO APPLY**

For additional information on this outstanding opportunity, please contact W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc. at 727-214-8673, [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)

**A letter of interest and resume should be sent electronically by the close of business on August 8, 2014, to W. D. Higginbotham, Jr., Senior Vice President, The Mercer Group, Inc.**

**Email - [WDHiggin@mercergroupinc.com](mailto:WDHiggin@mercergroupinc.com)**

*Resumes are subject to the provisions of Florida Public Records Statute.*

*The Hillsborough County City-County Planning Commission is an Equal Opportunity Employer. The Planning Commission does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or disability in employment or in the provision of services.*

**The Mercer Group, Inc.**