

The City of Apalachicola seeks a dynamic individual looking to have an immediate and long-term impact as the City's first Development Services Coordinator. This unique role is a director equivalent position responsible to lead and manage the operations of the Development Services Department. The Coordinator will act as the lead development review staff contact on planning issues and provide coordination and supervision for assigned staff. Duties and responsibilities include, but are not limited to, administering development-related ordinances, overseeing the issuance of permits, preparing and delivering studies, reports, and presentations, providing direct coordination on the City's Plans Review process and performing special studies and projects related to economic development.

Bachelor's degree (Masters preferred) in urban/regional planning, public administration, landscape architecture, environmental design, or a related discipline with four years of planning or related experience preferred. Two years' experience in zoning administration or community planning and analysis required. An equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position would be considered. Two years of supervisory experience required. Must possess a valid driver's license. American Institute Certified Planners (AICP) certification highly desired.

The salary range for this position is \$75,000 - \$85,000

A job application can be downloaded from the City's website at www.cityofapalachicola.com or picked up during regular office hours at 1 Bay Avenue, Apalachicola, Florida. Applicants must submit a resume (with references) and completed job application to be considered. For further information contact Lee Mathes at lmathes@cityofapalachicola.com or 850- 653-9319. Position is open until filled. The City of Apalachicola is an equal opportunity, affirmative action and drug-free workplace employer