

Date posted: July 2, 2026

Pay: \$74,112.00 - \$81,523.00 per year

Job description:

The City of Apalachicola is seeking applications for the Planning and Operations Director. This role oversees a wide range of essential public operations and is responsible for ensuring critical services are delivered efficiently, safely, and reliably. This executive staff management position completes a variety of assignments relating to organizational operations, the City's community growth and development activities, strategic planning and priorities, and capital improvement planning. This position works collaboratively across the city departments, ensuring priorities are strategically managed, results measured, and service delivery goals met. The Planning and Operations Director must demonstrate transparency, accountability, and trust-building in supporting the City Manager's vision while ensuring staff are equipped and empowered to deliver. Portfolio assignments are determined by the City Manager and may change based on organizational needs. Current areas of oversight for this position include the Public Works department.

Essential Job Functions:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add or change the duties of the position at any time.

1. Plans, organizes, and coordinates the operational and administrative functions and workflow of key city departments/divisions.
2. Directs the activities involved in administering City codes through permits, inspections, development review, and code enforcement.
3. Leads and directs department/division directors/supervisors, facilitates a congruent team within the organization, and ensures continuous improvements across city programs.
4. Manages the development, analysis, and administration of budgets, creates and/or evaluates policies and procedures, administers assigned projects and monitors progress.
5. Recruits and manages staff leadership to execute programs, policies and systems. Provides policy oversight of administrative services including budgetary and human resources needs.
6. Balances the interests of private development with those of the public to encourage development consistent with the Comprehensive Plan and applicable zoning regulations.
7. Collaborates across departments/divisions and provides advice and counsel on complex management issues, and the potential impact of varying courses of action.
8. Works with executive management team to define action plans and develop ideas/strategies to fill business process gaps that negatively impact the organization.
9. Ensures City goals are incorporated into performance objectives and provides direction and oversight for progress reporting.
10. Analyzes City studies and reports for impacts upon the community and organization.
11. Performs additional duties to support operational requirements as apparent or assigned.

Education and Experience: a combination of education and experience equivalent to a bachelor's degree in public administration, planning, urban design, development, engineering, business, or other related field. At least 4 years of experience in a director-level, or equivalent or high-level position. An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above. Preferred education is Master's Degree, 5 or more years in a director-level or equivalent position, and process improvement and/or business process improvement methodology experience.

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person