



***THE CITY OF WEST PALM BEACH,  
FLORIDA***

*Seeks a highly creative, results-oriented executive  
to provide innovative leadership as the next....*

***DIRECTOR OF HOUSING AND  
COMMUNITY DEVELOPMENT***





## THE COMMUNITY

The City of West Palm Beach is a diverse community situated on the East coast of South Florida and is the County seat of Palm Beach County.

The City of West Palm Beach (pop. 107,000) with its sunny palm-lined streets, scenic waterfront views, quaint shopping districts, historic neighborhoods, and year-round outdoor festivals – is a slice of paradise whose hallmarks are elegance and luxurious comfort.

The Downtown Retail and Entertainment District is a vibrant area. When the sun sets, one can enjoy fine dining by candlelight at one of the many lovely area restaurants.

Every Thursday evening the area comes alive with the award-winning “Clematis by Night” where visitors and locals mingle among arts and crafts vendors while enjoying live entertainment. West Palm Beach is definitely one of the more popular nighttime hotspots.

For theater and performing arts, the Raymond F. Kravis Center for the Performing Arts is the premier location in West Palm Beach to spend an evening. The Norton Museum of Art houses a world-renowned collection of European, American, Chinese and contemporary art, along with rotating exhibitions.

West Palm Beach also offers family fun, with the Palm Beach Zoo at Dreher Park, the South Florida Science Museum or nearby world-class beaches and fishing. SunFest, Florida's largest waterfront music and art festival, takes place in West Palm Beach each May.

Whether you come for the shining sun

or the shining storefronts, the subdued elegance of West Palm Beach is sure to captivate you.

West Palm Beach has transformed itself from a sleepy bedroom town into a burgeoning city—thanks to a thriving downtown that is growing by the day. New civic, cultural and residential projects are popping up all over downtown, spawning millions of dollars more in current and pledged investments. In the past decade, \$1.4 billion has been invested in the City's Downtown Intracoastal Waterway front, which is anchored by two bustling entertainment-retail-residential cores.

With over \$360 million to be spent on the district in the next years and a new “Downtown Always Original” branding campaign that accentuates the different facets of the good life abounding in the area, downtown West Palm Beach is positioning itself for an explosion of private and public projects, with the opening of the new City Center – a governmental center and cultural hub that will bridge the waterfront with downtown at the helm of the renaissance.

Following many multimillion-dollar enhancements to downtown's five-block-long, four-block-wide waterfront Clematis Street District, the area now boasts new streetscapes, crime-prevention programs, a plethora of new public events, and Centennial Fountain – a daily gathering spot for families and children.

With 250,000 square feet of retailers, dozens of restaurants and a busy nightlife, the Clematis Street area has, year after year, witnessed significant additions—from the \$3-million waterfront Meyer Amphitheatre to the renovated Cuillo Centre for the Arts. More recently, some 200,000 square feet of Class A office space was added—in two stunning mixed-use waterfront buildings with retail, dining and residential components, too—and more is on the way.

Through an alliance of public and private investments and with the help of an active community contributing to the planning process, the new City Center is now open. The City Center is located in the 400 block of Clematis and includes a new 130,000 square-foot City Hall, new



**CITY CENTER**

Library triple the size of the former one and the Palm Beach Photographic Centre and Museum, relocating from Delray Beach.

Just southwest of the Clematis area, CityPlace, the \$550-million, 72-acre entertainment-retail-residential project—its Northern Italian-inspired architecture unfolding 600,000 square feet of specialty retail, 20 destination restaurants, a 20-screen movie theater, 600 residences, a historic cultural center and the 350-seat Florida Stage theater, which is scheduled to break ground this year—has triggered much activity and investment around it.

Across from CityPlace's southern border, the 330,000-square-foot Palm Beach County Convention Center is the site of numerous prestigious events—from boat shows to the multimillion-dollar International Fine Art Exposition. Currently on the horizon is an adjacent 400-room convention center hotel.

Stimulating the remarkable growth of downtown is the area's wide scope of cultural offerings. For years downtown West Palm Beach has drawn visitors and newcomers to its culture-driven locale, which made international news as early as 1992, when the \$55-plus-million state-of-the-art Raymond F. Kravis Center for the Performing Arts, across the street from CityPlace, opened debt-free. From the Kravis Center to the South Florida Science Museum to the Palm Beach Zoo to the Norton Museum of Art, now the largest art museum in Florida, culture organizations' capital campaigns have reaped tens of millions. Among the newest offerings is Palm Beach County's first major history museum, which is located in the newly renovated 1916 County's Courthouse.

## **THE CITY GOVERNMENT**

West Palm Beach operates under a strong Mayor form of government. This system combines the strong political leadership of a Mayor, who is responsible for running the affairs of the City, with an elected City Commission.

The City Administrator provides leadership and administrative support to the Mayor in the administration and execution of policies and objectives formulated by the Mayor; develops and recommends solutions to community problems for consideration by the Mayor and City Commission; and plans, develops, and monitors programs to meet current and future physical, social, and cultural needs of the citizens of West Palm Beach.

The City has 1,700 employees and a total budget in excess of \$381 million.

## **THE DEPARTMENT**

The mission of the Department of Housing and Community Development is to improve the quality of life in our neighborhoods by employing Departmental resources and capabilities to create capital investment, job opportunities and quality housing for individuals and families. The Department recognizes that social and community strength grows through sustaining economic strength.

The Department includes a staff of 16 employees and an annual operating budget of \$1,485,406.

The Department is organized in three divisions: Special Programs, Development Finance and Construction Management.

The Construction Management Division oversees the activities related to the City's Housing rehabilitation for single and multiple family, owner-occupied and rental and new constructions projects .

The Special Programs Division administers federal and state entitlement grant programs in compliance with applicable federal regulations, including technical assistance, program reporting, audit review and on-site monitoring of grant program sub-recipients.

In addition, it administers the City's federal and state entitlement grant programs, including the Community Development Block Grant (CDBG), and HOME Investment Partnerships (HOME). As the largest municipality in the Eligible Metropolitan Statistical Area (EMSA), the City of West Palm Beach has administrative authority over grant allocations for all jurisdictions in Palm Beach County under the Housing Opportunities for Persons with AIDS (HOPWA) program, which is overseen by the Division. When available, the Division administers competitive grants related to housing and community development. The Division is further responsible for the oversight of Section 108 Loan funds received by the City.



## FORECLOSURE ASSISTANCE CENTER



The Finance Development Division oversees the finance function of the Department. Some of the services provided include assistance for first time homebuyers, eligibility and underwriting for single and multiple family applications and rehabilitation. In addition it administers the State Housing Initiatives partnership (SHIP) programs.

In April 2008 the City opened the first Foreclosure Assistance Center in the United States. The Center operates under the administration of the Department of Housing & Community Development in cooperation with national organizations and banks. The Center is a "one-stop-shop" and focused on immediate solutions for homeowners facing loss of their property.

The City is expanding the Foreclosure Assistance Center (FAC) with the help of non-profits, government agencies and faith-based institutions. HomeFree USA, a HUD-approved non-profit home ownership counseling organization, will implement the new program and lead the counseling. New satellite offices throughout Palm Beach County are being provided by local churches through a faith-based initiative launched as part of the expansion.

### THE POSITION

Reporting the Deputy City Administrator, the Director manages the Department of Housing and Community Development including formulating and coordinating the City's housing and community development programs; formulation of policies and procedures, and strategies designed to attract and promote affordable/attainable housing and desirable community development in the City of West Palm Beach.

The Director of Housing and Community Development shall serve as advisor on housing and community development projects to the City Commission and other City agencies.

The Director is responsible for developing plans and programs to provide decent, safe and sanitary living accommodations for persons of all income, including federal, state, and local programs for persons of low income and including, but not limited to the rehabilitation or renovation of housing and rental assistance programs, and to administer such plans and programs as approved by the City Commission.

The Director administers special programs and grants which include, but are not limited to: the Community Development Block Grant Program (CDBG), the HOME Partnership Initiatives, the Housing Opportunities for Persons with Aids (HOPWA), the Emergency Shelter Grant

(ESG) Programs, the State Housing Initiative Partnership (SHIP), and the Housing Trust Fund, in accordance with appropriate rules, regulations and guidelines.

### THE IDEAL CANDIDATE

#### EXPERIENCE & EDUCATION

The position requires a Bachelor's degree from an accredited college or university with a major in Political Science, Economics, Public Administration, Urban Planning or closely related field and seven (7) years of progressively responsible state or local government experience in housing, community development and/or neighborhood revitalization, including three (3) years of supervisory or managerial experience.

Master's degree, preferred.

The candidate must have a combination of management skills and strong technical skills.

A valid State of Florida driver's license, required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.

#### DESIRE KNOWLEDGE AND SKILLS

- Thorough knowledge of economic, social and technological needs in the different community areas and resources available to them.
- Thorough knowledge of Federal and State housing and urban development guidelines (HOPWA, SHIP, CDBG, HOME, ESG)
- Proven skills in personnel and financial management, policy development, and verbal and oral communications; ability to speak effectively in public and to express ideas clearly in writing.



- Demonstrated ability working effectively with public officials, City employees, business owners and leaders, the development community and community groups.
- Thorough knowledge of the latest development in new housing programs and available funding.
- Proven ability to analyze situations accurately and to plan and adopt an effective course of action.

## COMPENSATION & BENEFITS

Depending on qualifications, the starting salary for this position is \$84,570 - \$112,039. The City of West Palm Beach's current benefit package includes:

- Management Benefits Category I: \$5,040 annual incentive allowance paid bi-weekly, four (4) additional management leave days and \$100,000 additional life insurance policy
- Executive Health Insurance with reimbursable out of the pocket expenses
- Deferred Compensation Plan 401(a) with a 9.5% City match.
- 457 Deferred Compensation Plan
- VEBA Plan

- Relocation assistance
- Life Insurance (equal to one times annual salary)
- Paid holidays (11)
- Vacation/Annual Leave
- Sick leave (12 days annually)
- Flexible spending accounts
- And more

## SELECTION PROCESS

The selection process at a minimum, will consist of a General Management In-Basket Assessment Process and a behavior-based panel interview process.

Candidates will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification and character references. Successful candidate must have a satisfactory post offer physical and drug/alcohol screening.



## HOW TO APPLY

**Apply on-line using the City of West Palm Beach  
Employment site at [www.wpb.org](http://www.wpb.org)**

*Applicants must complete a City of West Palm Beach on-line application. Please include cover letter, resume, and salary history as part of your application.*

*For more information contact:*

*Patrick J. Cooney, Director of Human Resources*

*Department of Human Resources*

*401 Clematis Street*

*West Palm Beach, FL 33401*

*Direct line: 561-494-1006*

*Cell: 561-644-9850*

*Fax: 561-494-1035*

*Email: [pcooney@wpb.org](mailto:pcooney@wpb.org)*

Applicants should be aware that applications in Florida become a matter of public record.  
**To learn more about the City of West Palm Beach visit our website at [www.wpb.org](http://www.wpb.org).**

**City of West Palm Beach is an Equal Opportunity Employer**



Explore the many opportunities available for those who work, live or play in the paradise we call City of West Palm Beach.

