



BUILDING OFFICIAL

Apply by May 20, 2016

About the Position

The City of Largo is looking for energetic professionals with technical and interpersonal skills who will complement the City's need for effective and efficient administration of the highly-visible **Building** and **Code Enforcement** services.

The Building Official is a highly-valued member of the Community Development Director's senior management team and critical to the effective management of the Building Division & Community Development Department.

With the recent departure of the former Building Official, hiring of new building staff, and the City Commission's focus on excellent building services, the current environ-

ment provides a big opportunity for the new Building Official to participate in management of the Community Development and the Building Division.

Background

Largo is located on Florida's Gulf Coast - at the heart of Pinellas County of part of the Tampa Bay Metropolitan Area. Sprawling for an ample 17 square miles, the City of Largo offers a great quality of life for its residents through affordable cost of living, proximity to a vast network of diversified businesses, 640 acres of public parks and lakes. This, combined with its central location has allowed Largo to grow to the 4th largest city in the Tampa Bay area.

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History

In 1821, Spain transferred sovereignty of Florida to the United States. By 1845, surveyors recorded the location of Lake Tolulu, south of present-day East Bay Drive where the Largo Central Park Nature Preserve is today.

Among the first homesteaders in the Largo area were the families of James and Daniel McMullen around 1852. The McMullens and other settlers raised cattle, grew citrus and vegetables and fished. The Orange Belt Railway reached the area in 1888, Lake Tolulu has been renamed Lake Largo, and residents of the community west of the lake adopted the name "Largo".

The City was incorporated in 1905 and grew rapidly. It was renowned for its citrus groves, once earning itself the name, "Citrus City." In 1913, Largo became the **first municipality in Pinellas County to adopt a Council-Manager Government**. In 1916, residents drained Lake Largo to sustain growth and development of the area. Largo has occasionally switched from "town" to "city" but has remained a city since 1974. Once an exporter of agricultural products, the influx of residents transformed Largo into a bedroom community starting in the 1970s.

Geography

The Gulf Coast's many lakes, rivers and proximity to Tampa Bay (25 miles) make Largo a premier destination for any one looking to enjoy some time outside in the sun. For the outdoor enthusiast, Largo is home to expansive nature preserves - like Largo Central Park and the McGough Nature Park and ample opportunities for golf, hiking, swimming, or a leisurely stroll through nature.

Major cities are within short driving time (*in minutes*):

Clearwater (5 min) St. Petersburg (20 min)
Tampa (30 min) Orlando (2 hrs)
Fort Meyers / Cape Coral (2.5 hrs)

Two international airports within 25 minutes, provide perfect access for convenient family & business travel.

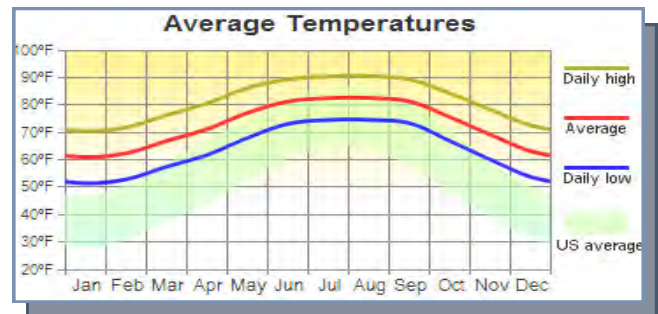
With easy access to nearby cities such as Clearwater, St. Petersburg, and Tampa, Largo affords her residents with all the comforts of the city without sacrificing the beauty and serenity of the Gulf Coast.



Climate

Largo is a humid subtropical climate bordering a tropical savannah climate with a rainy season from June through September. Occasionally affected by tropical storms, Largo receives 246 sunny days per year- **and no snowfall!**

Table I: Climate Data for Largo, Florida



Demographics

Between 1905 and 2010, Largo grew in area from 1/2 sq/mi to about 19 square miles, and in population from 300 people to more than 70,000. Largo began as a rural farming community and has become the 4th largest city in Florida's most densely populated county.

There are 38,022 households and 47,000 housing units in Largo. Population density is 5,000 residents per square mile. The racial makeup of the city is 86.3% White, 5.6% African American, 2.7% Asian, and 9.0% are Hispanic or Latino.

40% of the population falls between the ages of 35 and 60 years of age. The highest percentage of residents are between 35 and 44 years old, with less than 35% of the population at 60 years and older. The median age is 48.2 years.

Table II: Population by Age	
Age Group	Percent
1-9	9%
10-19	8.3%
20-24	4.5%
25-34	11.4%
35-44	13.7%
45-54	11.9%
55-64	11.1%
65-74	13.4%
75+	16.7%

Source: U.S. Census

Commerce

Largo has a diverse workforce as demonstrated by the numerous active businesses in the area. While the health care and service industries are dominate clusters, Largo also has a strong representation in manufacturing of medical devices, aviation and aerospace, as well as defense and homeland security. Particularly notable employers in the area include:

Citigroup
Honeywell
Verizon Wireless
JP Morgan Chase & Co
Tech Data Corporation
The Home Shopping Network
Fidelity National Information Services



St Michaels Eye Institute

In addition to major employers, Largo lies at the center of a wide array of educational institutions including the University of South Florida, the University of Tampa, Eckerd College, St. Leo College, St. Petersburg College, and Stetson University College of Law.

Form of Government

The City of Largo has a Commission-Manager government. The legislative body consists of one Mayor and six Commissioners. The City Manager is responsible for the implementation of Commission policy by administration through the organization.

Largo is a high-performance organization. The culture of the organization encourages and rewards professionalism, creativity, accountability, mission orientation, high energy, and team orientation. The City's 950 employees serve in 10 departments and provide a variety of services, including: fire rescue, police, drainage, streets, sewer, solid waste, recreation, parks, and library. Many services are also provided to residents in unincorporated areas beyond the City's current boundaries. The City's operating budget is \$140 million.



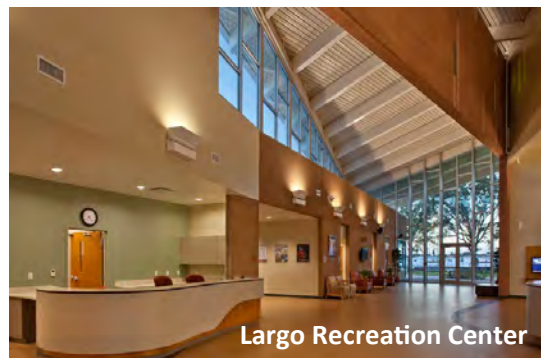
Work Environment

The City's **organizational culture** is excellent. Employees enjoy a **collaborative and supportive environment** where innovative solutions and fulfilling accomplishments are part of every life! Exposure to multi-disciplined teams and a tremendous variety of work gives employees the opportunity to contribute, diversify skills, and accomplish great work together. The next Building Official will observe how:

"the employees feel comfortable here."

City managers have created a collaborative and professional organization where employees *"enjoy opportunities for advancement and professional development"* and where employees are *"given the flexibility to try new things, make mistakes and think outside the box."* Employees enjoy many opportunities for advancement & professional development.

Workspace and public buildings are state-of-the-art and incredibly modern and spacious.



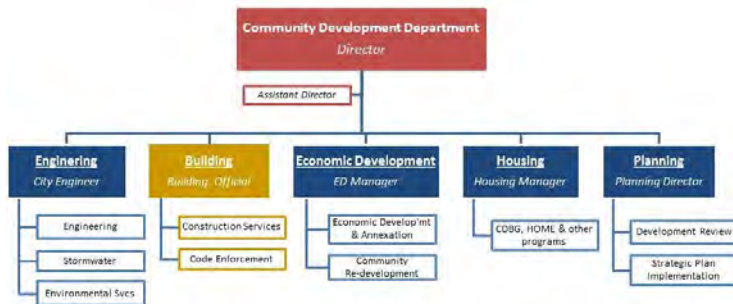
Largo Recreation Center



Public Library

Community Development Department

The Community Development Department includes 63 employees in five (5) divisions: *Engineering, Building*, Economic Development, Housing and Planning.*



(Click image to see full organization charts)

The Community Development Department receives strong support from an experienced city administration. Retiring after 8 years, the City Manager has created a very positive and professional organization which thrives on collaboration and teamwork.

The Assistant City Manager who oversees Community Development has been with the City for 15 years – serving as City Engineer (3 years), Community Development Director (5 years), and Assistant City Manager (7 years).

The Community Development Director has served in this capacity for 8 years – having served as Assistant Director.

The Code Enforcement Supervisor's 17 years with the City provides the incoming Building Official tremendous value and insight having previously served as Police Dispatcher.

Duties of the Fire Chief and Fire Marshall involve collaboration with the Building Official. Both Fire officials have responsibility for Fire Inspections & Fire Code enforcement. Both have served the city for more than 20 years.

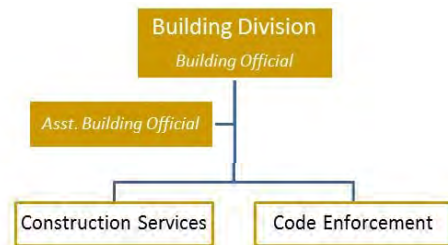
Building Division

Managed by the Building Official and Assistant Building Official, the Building Division includes twenty-four (24) additional employees working in two sections:

Construction Services and Code Enforcement .

- ♦ *Construction Services- includes 20 employees including Chief Building Inspector (1), Building Inspectors (5), Permit Services Supervisor (1), Permit Technicians (4), Plans Examiners (3).*

- ♦ *Code Enforcement – includes 6 employees Code Compliance Officer (1), Code Enforcement Supervisor (1), and Code Enforcement Officers (4).*



Opportunities and Challenges

The current environment provides a tremendous opportunity for the new Building Official to be successful:

Leadership. The Building Official is a highly-valued member of the Community Development Director's senior management team and is critical to the effective management of the Building Division and Community Development Department.

Staff Development. With the recent departure of the former Building Official, and need to hire a Senior Plans Examiner and 3 Building Inspectors, city administration will rely the leadership of the new Building Official to assist in recruitment and selection, oversee operations, professional development and performance planning for the Building Division.

Software. The successful installation and use of the new **TRAKIT planning and development review software** will provide efficiency and transparency for residents and the business community.

Code Enforcement. To mitigate the effects of the recession, City Commission has made Code Enforcement a priority and the Building Official has the Commission's full support in code enforcement efforts by increasing funding for new employees and a full-time Magistrate.

Building Official - Key Responsibilities

- ♦ Serve as *chief* Building official for the City of Largo.
- ♦ Ensure compliance with International Building Codes, local/state codes & ordinances, state & federal laws.
- ♦ Provide leadership to the City's Building Division which includes Construction and Permits, Business Tax, Construction Inspection and Code Enforcement.
- ♦ Maintain high customer service standards.

Key Responsibilities (continued)

- ♦ Coordinate inspections and work progress with the Fire Department , Planning & Engineering Divisions.
- ♦ Manages the division's budget, work programs and staff assignment. Establishes department goals and audits employee performance

Ideal Candidate

The ideal candidate will possess technical & interpersonal skills which complement the need for effective and efficient administration of this highly-visible division. The following attributes, skills, education and experience are desired:

• **Team Builder**

An individual with a positive and *infectious* attitude who is willing to mentor staff and inspire those around them to follow, and that passion and experience with the employees he or she mentors.

• **Excellent Communicator**

Communicating one-on-one with business owners, developers, everyday citizens and elected officials requires an ability to listen to and understand opposing viewpoints are key to managing difficult situations and resolving disputes. The ability to clearly articulate City policy is necessary to handle difficult situations and carry the message / vision of the City

• **Technically Skilled, Educated & Experienced**

Highly educated and experienced in building code, building inspection and code enforcement. Must have a firm grasp on development and code-related services.

• **Excellent Project & Personnel Management**

A disciplined, organized individual will be successful in managing the challenges of this position. Strong collaboration among department and division managers has been key to avoiding conflict & duplicating effort.

Education & Experience

Per Florida statutory requirements for a Building Official, it will be necessary for candidates to at least have:

- ✓ **Bachelor's Degree in Architecture, Engineering or Construction-related field.**
- ✓ **Minimum of ten (10) years experience in building construction (or an equivalent combination), with a minimum of five (5) years experience in a public agency building department.**
- ✓ **At least five (5) years supervisory experience in a building department or equivalent.**

Skills

- ✓ Thorough knowledge of Florida Building Code, related ordinances and regulations, and building construction principles and practices.
- ✓ Ability to provide excellent customer services to internal and external customers.
- ✓ Skilled in supervisory and leadership best practices.
- ✓ Ability to work as an effective project manager and leader, including ability to communicate effectively orally and in writing.
- ✓ Knowledge in operation of development review and permitting software and related technology.

Certifications & Licenses *(read carefully)*

- ✓ **Valid Florida Drivers License *(required within 30 days)***
- ✓ **Inspector and / or Plans Examiner Licenses *are preferred in one or more of the following: Building, Electrical, Plumbing and / or Mechanical* from the Florida Dept. of Business & Professional Regulations (DBPR).**
- ✓ **State of Florida Building Code Administrator License***
 - * *Successful candidates must have or apply for and receive the standard Florida Building Code Administrator license prior to beginning employment with the City of Largo and be able to start employment within 60 days of acceptance of the offer of employment. If a qualified candidate cannot be identified with a Florida Building Code Administrator license, other candidates will be considered as follows:*
 - ♦ Certified as International Code Council Certified Building Official upon application *or*
 - ♦ Currently in the process of obtaining the International Code Council Certified Building Official certification. Certification must be obtained within 60 days of application, or a request for an extension can be submitted for review and/or approval. The extension request must include a specific schedule for completion and tentative hire date *or*
 - ♦ Currently holds a Building Official license in home state and can demonstrate, by written statement, the ability to obtain the Florida Building Code Administrator license within the time frame outlined above.

Past Building Official

Past Building Official's structural engineering background and professionalism made him a valued employee, well-liked by colleagues and subordinates, and was a successful team-builder. He left the City last October 2015 after 11 years with the City.



Amenities

Residents enjoy affordable housing, low property taxes, and one of the lowest crime rates in Florida. Largo's tropical climate permits residents to enjoy the outdoors year-round and provides easy access to many world-class cultural and recreational activities including theatres, internationally-acclaimed museums, professional sporting events, beautiful Gulf Coast beaches and outdoor festivals and activities.

With nearly perfect weather all year long, Largo's residence can enjoy canoeing, kayaking, participating in the city's community garden plots, hiking, swimming, or venturing to any one of the many beautiful nearby beaches.



On average, there are 246 sunny days per year...and zero (0) inches of snowfall! Enjoy a day outside and an evening exploring fine-dining or the wide array of incredible events in the area.



Photo courtesy Tampa Bay Rays & Major League Baseball.



Photo courtesy of Plumlee Gulf Beach realty.

- ◆ [Imagine International Film Festival](#)
- ◆ [Sea-Blues Seafood and Blues Festival](#)
- ◆ [Firestone Grand Prix of St. Petersburg](#) (IndyCar)
- ◆ [St. Petersburg Bowl](#) (NCAA-football bowl game)
- ◆ [Museum of Science & Industry](#) (MOSI)
- ◆ [SS American Victory](#) (World War II Victory Ship)
- ◆ [Busch Gardens Tampa Bay](#)
- ◆ [Gasparilla Pirate Festival](#)
- ◆ [The NFL's Tampa Bay Buccaneers](#)
- ◆ [NHL's Tampa Bay Lightning](#)
- ◆ [Tampa Bay Rays](#) - Major League Baseball

Other useful information

- ◆ [City of Largo Website](#)
- ◆ [Pinellas County](#)
- ◆ [Pinellas County Schools](#)
- ◆ [Pinellas County Economic Development](#)
- ◆ (links to 15 regional Chambers of Commerce)



The opportunity is yours!



APPLY TODAY

Email your resume and letter of interest on or before 5:00 PM, **Friday, May 20th** to:

David Evertsen, Principal

LargoBuildOfficial@municipalsolutions.org

Faxed & mailed resumes will not be considered. Direct questions to the email address above or 623 207-1309.

Compensation

The City offers a competitive annual salary range between **\$62,000—\$93,000** (*approved for \$85,000 DOQ*) and an attractive cafeteria-style benefits program.

Click [here](#) for [benefits program offerings](#).

Process

Applicants will be screened between April 29th and May 20th. First round candidates will be selected late May, Semi-finalists in mid to late June, and Finalist interviews on or about July 7/8. Offer to be made thereafter.

Equal Opportunity

The City of Largo is a Drug-free workplace and Equal Opportunity Employer. The City values public service, equal opportunity and the importance of diversity in the workplace. It is a community committed to workforce building and serving its residents and businesses with commitment to the following values: **Responsibility, Respect, Teamwork, Honesty and Diversity/Inclusion.**

All genders and ethnicities are encouraged to apply.

Residency

Residency within the city limits is not required, however living in Pinellas County is recommended. No more than a 30 minute commute is preferred.

Veteran's Preference

The City of Largo allows hiring preference to veterans of the US Armed Services as outlined under House Bill 7015. Veterans' requesting preference should follow the steps below:

- Veterans' Preference must be requested in your cover letter along with the category for which you qualify,
- Appropriate, intact and legible official documentation for your preference category must be attached to your email,
- All Veterans' Preference requests and documentation must be emailed with the email and cover letter and received by the closing date of the posting

For details regarding categories and appropriate documentation required for each, please go to:

[Veterans-Preference-Frequently-Asked-Questions.pdf](#)

Confidentiality

Under Florida law, all applications are public record once submitted. As a practical matter, the media generally does not show interest in department or division level positions.

This recruitment actively managed by:



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EFFICIENCY. TECHNOLOGY. SAFETY.

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