



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



THE CITY OF MADEIRA BEACH, FL
INVITES YOUR INTEREST IN THE POSITION OF
BUILDING OFFICIAL

THE COMMUNITY

The City of Madeira Beach, affectionately known as "Mad Beach," is a charming and lively coastal community nestled along Florida's central west coast in Pinellas County. With its sun-drenched shoreline stretching for two miles along the Gulf Coast, Madeira Beach is celebrated for its pristine white-sand beaches, sparkling turquoise waters, and laid-back island lifestyle. Its unique blend of small-town character and resort-style amenities has made it a beloved destination for both residents and visitors from around the world.

The city has just over 4,000 full-time residents and is approximately one square mile in size. The city embraces a strong sense of community while welcoming millions of tourists each year who come to enjoy its fishing heritage, waterfront dining, and year-round outdoor recreation. Known as the "Grouper Capital of the World," Madeira Beach hosts the annual John's Pass Seafood Festival every October, one of Florida's largest and most popular coastal celebrations, honoring its maritime roots and vibrant local culture.

John's Pass Village & Boardwalk serves as the heart of the entertainment district, offering more than 100 shops, restaurants, and attractions overlooking the bustling waterway. Guests can experience world-class deep-sea fishing, dolphin-watching cruises, parasailing, jet-skiing, and boutique shopping, all in one dynamic setting. Just offshore, visitors will find abundant opportunities for snorkeling, paddling, and exploring the area's rich marine ecology.

Madeira Beach places a high value on protecting its natural resources, including its award-winning public beaches and important sea turtle nesting habitat. Its scenic parks, waterfront green spaces, and newly improved recreational facilities encourage residents and guests alike to enjoy the fresh air, sunshine, and coastal adventure year-round. Whether strolling the beach at sunset, casting a line from the pier, or savoring fresh seafood by the water, Madeira Beach offers a welcoming and unforgettable slice of Florida's Suncoast lifestyle.



office are staggered: the District Commissioners serve two-year terms, while the Mayor serves a three-year term. The Board of Commissioners appoints the City Manager, City Clerk, City Attorney, and City Treasurer.

The City's adopted budget for FY 2026 shows a millage rate of 2.75 mills (unchanged from the prior year). It highlights that ad valorem taxes and parking revenues represent significant sources of revenue. The City's annual adopted FY2026 budget includes a General Fund of \$18.3 million and a five-year CIP Budget of \$13.7 million.

It also reflects a full-time equivalent (FTE) count of approximately 82.25 staff, a modest size reflecting the city's relatively small population and compact geography. The budget emphasizes fiscal accountability, transparency, and infrastructure investment, citing projects such as beachfront groin restoration, stormwater/drainage improvements, and the construction of a new parking garage in the John's Pass area.

Service delivery in Madeira Beach covers core municipal functions including fire and emergency medical services, marina operations, parks and recreation, public works (stormwater, sanitation, roads, beach maintenance), zoning/building permitting, and contract law enforcement. The City contracts with the Pinellas County Sheriff's Office for police services.

Parks and recreation amenities include neighborhood parks, beachfront open space, and marina access, while key infrastructure responsibilities include beachfront groin and boardwalk maintenance, stormwater outfalls and flood mitigation, and support of the tourism economy (especially around the John's Pass Village & Boardwalk). The City emphasizes both resident quality of life and visitor amenities in its strategic planning.

The City's overall profile is that of a compact, well-managed seaside city balancing resident services with tourism infrastructure and environmental resilience. The budget and service footprint reflect the City's dual role as a full-service municipality and a coastal destination, and the governance, budgeting, and operational structure provide a stable foundation for both community living and visitor activity.

Approximately one year ago, the community experienced extensive destruction from two major hurricanes. Through the efforts of its dedicated, hard-working staff, the City has

THE AGENCY

The City of Madeira Beach operates under a commission-manager form of government. Legislative authority rests with the Board of Commissioners, which serves as the policymaking body. The Board consists of the Mayor (elected at-large) and four District Commissioners, also elected at-large but representing designated districts. Terms of

made significant rebuilding progress, which will continue well into the future and has significantly impacted workloads, especially within the Building Department.

THE POSITION

The Building Official, as the Authority Having Jurisdiction (AHJ), leads the Building Division in administering and enforcing the Florida Building Codes, the International Property Maintenance Codes, local ordinances, and floodplain mitigation requirements, to ensure a safe, well-maintained community.

The Building Official and division staff work in coordination with planning, zoning, and fire for the plan reviews and permit issuance, setting standards for work flow procedures and approval processes. The department establishes inspection requirements specific to the project scope and works closely with the permittees for a successful project closeout. As a division within the Community Development Department, the Building Official assists in direct enforcement of the FEMA standards the community adheres to, as well as, the NPDES Standard Operating Procedures for stormwater management and overall best management practices (BMPs) for site maintenance.

The Building Division provides rental property inspections; processes violations for code compliance; coordinates with the Sheriff's Office for code compliance; and staffs the Special Magistrate Meeting for code compliance violations.

The Building Official reports to the Director of Community Development and oversees at least five (5) FTEs. Recent notable accomplishments for the Building Division include:

- Implementation of permit software, MGO.
- Cross-trained staff to assist in permitting and code compliance duties.
- Realigned the building division under the Community Development umbrella, per the city's Organizational Chart.
- Redefined and expanded the duties of current staff to support education, development, and increase efficiency.
- Expanded "open hours" to facilitate hurricane permitting support and public resources.
- Updated applications and permit intake processes to reflect new legislation, as well as NFIP and FBC standards.
- Planning and Zoning applications, Code compliance, and BTRs are now migrated into MGO.
- Implemented Forerunner floodplain management and Public Works software.



Requirements & Responsibilities for the Building Official include, but are not limited to:

- Maintain all required state certifications and complete mandated reporting.
- Apply expert knowledge of building codes, policies, and procedures in daily operations to supervise, train, and support building division staff.
- Conduct technical plan reviews and field inspections (building, electrical, mechanical, plumbing) for residential and commercial projects to ensure compliance with FBC, Florida Statutes, FEMA floodplain rules, NPDES, and local ordinances.
- Work with Private Providers, oversee threshold construction compliance, and manage Milestone tracking and state reporting requirements.
- Support code enforcement by identifying and investigating violations (e.g., erosion control issues, work without a permit, unlicensed contractors).
- Perform stormwater, erosion, and sedimentation control inspections.
- Maintain accurate inspection records and manage construction documents within MGO permitting software.
- Participate in meetings to address code, floodplain, and permitting questions from stakeholders and the public. Help to draft local ordinances for enhanced technical codes
 - Coordinate post-disaster damage assessment and recovery activities, maintaining communication with all governing agencies.
 - Oversee Building Code Compliance programs, including the Rental Inspection Program, and provide testimony at Code Enforcement/Special Magistrate hearings as needed.

- Attend Board of Commissioners meetings when required.
- Manage division operations, including budget development, financial oversight, and departmental reporting.

IDEAL CANDIDATE

The ideal candidate is a professional, effective leader with an open, inclusive management style and strong administrative and management skills. Must have exceptional interpersonal and communication skills, able to build relationships, both internal and external to the organization. An approachable, accessible individual who promotes a positive, customer service-oriented culture is a must.

The successful candidate will be a collaborative, progressive, and solutions-oriented individual who anticipates issues and provides recommendations, options, and alternatives as needed. Must encourage, support, and develop staff.

Requirements include an Associate's degree and a minimum of two (2) years of experience in the construction field, including on-site construction experience; or graduation from high school or possession of an acceptable equivalency diploma and four (4) years of on-site construction experience.

Must possess valid certifications as required by F.S. 468 for Building Inspector/plan review and each additional trade, including building, electrical, mechanical, and plumbing (residential and commercial). Must possess a Florida Building Official license.

Certified Floodplain Manager (CFM) preferred, or experience in floodplain management and the ability and desire to obtain CFM certification within one year of employment. Must have a valid Florida driver's license with an acceptable driving record. All employees may be required to report to work during a declared disaster.



COMPENSATION

The starting salary is open and dependent upon qualifications and is accompanied by a competitive benefits package. Florida does not have a state income tax.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. The first review of resumes will take place on February 16, 2026; the position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following the candidate's consent. Final interviews will be held with the City of Madeira Beach. Candidates will be advised of the status of the recruitment following the selection of the Building Official.

The City of Madeira Beach is an Equal Opportunity Employer. Questions should be directed to:

S. Renée Narloch, President or
 Elliott Pervinich, Vice President
 S. Renée Narloch & Associates
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In accordance with Florida's Public Records/Sunshine Laws, resumes and applications are subject to public disclosure.

