



THE CITY OF NEW PORT RICHEY, FL

INVITES YOUR INTEREST IN THE POSITION OF

ECONOMIC DEVELOPMENT DIRECTOR

THE COMMUNITY

The City of New Port Richey (approx. pop. 18,332) is located along the beautiful Gulf Coast in West Central Florida, part of the Tampa Bay Area.

Located in western Pasco County, New Port Richey is 4.6 square miles and about 30 miles northwest of Tampa. The City is bordered on its west by the Gulf Coast, and the beautiful Pithlachascotee River runs through the center of the city.

Pasco County and Hernando, Hillsborough, and Pinellas counties comprise the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area (MSA), the second most populous MSA in Florida with an approximate population of 3.19 million (2020 U.S. Census). Pasco County has a total area of 868 square miles, of which 122 square miles is water. New Port Richey is the largest city in the County, and Dade City is the county seat.

Since its incorporation in 1924, the city has been most recognized for its cultural heritage and unique riverfront landscape. This quaint community has a strong local government and an attractive historical downtown and Main Street. The City's unique geography blends nature, beaches, and great shopping with restaurants, culture, and business – all with a small-town feel.

New Port Richey is rich in history and alive with festivals and special events. The area is filled with major attractions and hot spots for tourism, recreation, sports, and culture, as well as a broad array of business and retail services.

For sports fans, nearby attractions include the Tampa Bay Buccaneers (NFL), Tampa Bay Rays (MLB), Tampa Bay Lightning (NHL), and Spring Training for the Philadelphia Phillies, Toronto Blue Jays, and New York Yankees.

Major economic engines in the area include



hospitality, retail, and healthcare, with major employers including the school district, government, hospital, and utilities. The city has a subtropical climate with mild winters and warm, breezy summers.

THE CITY

The City of New Port Richey has a Council/Manager form of government. The City Council is the legislative body and consists of the Mayor, Deputy Mayor, and three Council members.

The Council establishes policy by enacting ordinances, which become a part of the City's Code of Ordinances, resolutions, and motions of the City Council. They also approve the budget and determine the tax rate. The Council focuses on the community's goals, major projects, and such long-term considerations as community growth, land use development, capital improvement plans, capital financing, and strategic planning.

The City Council appoints a professional City Manager to carry out the administrative responsibilities. Additional hires who serve at the pleasure of the Council include the City Attorney, City Auditor, and City Engineer.

The City is a full-service agency. Departments/ Divisions include Administrative Services, City Clerk, Development, Economic Development, Fire, Human Resources, Library, Police, Public Works, Recreation & Aquatics, and Technology Solutions. The City has 225 FTEs, an adopted FY2025 Total General Fund Budget of \$34.8 million, and a CIP Budget of \$29.3 million. The City has made tremendous strides in economic development and redevelopment over the last several years.

THE POSITION

The Economic Development Director reports directly to the City Manager. Additionally, the City has a Community Redevelopment Agency (CRA),

which is staffed by an Executive Director, the City Manager serving in a separate capacity, and the Economic Development Director.

Founded in 1988, the CRA is a dependent special district of the City created to redevelop the Community Redevelopment Area pursuant to an adopted Community Redevelopment Plan and state law. The CRA is governed by a Board of Directors (the CRA Board), which is composed of the City's Mayor and City Council members sitting in separate capacities. The primary funding source for the Agency's implementation of the Community Redevelopment Plan is tax increment revenue. The majority of the city is located within the Community Redevelopment Area.

Under minimal direction, the Economic Development Director develops, proposes, and seeks approval of programs and policies to recruit new businesses into the city and creates strategies to revitalize commercial corridors and neighborhoods. Additionally, the Director assists existing and prospective stakeholders with redevelopment plans and programs designed to facilitate new development and expand and retain existing businesses. The Director oversees a Marketing Specialist.

Responsibilities and duties include:

- Responsible for managing the City's Community Redevelopment Agency (CRA), which includes reporting to government agencies, public relations, capital project planning, and administration.
- Implementation and adherence to the adopted Community Redevelopment Plan.
- Development and implementation of an annual work program. Issues organizational position statements regarding issues on projects and related organizational planning and events.
- Develops an effective marketing/public relations program to recruit new businesses, support and expand existing businesses, and create local employment opportunities.
- Develops short-term and long-



term development plans and oversees implementation of plans to ensure adherence to organizational standards, policies, and procedures.

- Provides briefings and program updates to the CRA Board of Directors.
- Seeks opportunities to enrich, redevelop, and market the city.
- Works closely with various stakeholders, including city officials and staff, real estate professionals, developers, local business owners, outside consultants, and residents.
- Solicits and administers state and federal grant opportunities for special projects or programs.
- Monitors state and federal legislation, policies, and issues that might impact the city.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of economic development.
- Performs related tasks as required.

THE IDEAL CANDIDATE

The ideal candidate will have experience promoting reinvestment in housing and neighborhoods, commercial corridors, business development, education, and workforce development. Experience with CRAs and Tax Increment

Finance (TIF) Districts is preferred.

Must have knowledge of State of Florida laws, including but not limited to the Community Redevelopment Act, as well as Florida planning and zoning procedures, and economic methods, techniques, and programs.

An individual with strong project management and organizational skills, and a self-starter who can initiate tasks and complete projects independently, is needed.

Must have exceptional interpersonal and communication skills, including a proven ability to work effectively with people of varying backgrounds, cultures, interests, educational, and experience levels.

Requirements include graduation from an accredited four-year college or university with a Bachelor's Degree in Urban Planning, Economics, Finance, Real Estate, Business Administration, Public Administration, Economic Development, or a related field. A Master's Degree is preferred. Additionally, four or more years of progressively responsible experience in planning and development, business/public administration, small business development, marketing, economic development, business recruitment, business development, housing development, or related field is required. Economic Development credentials and certifications are a plus.

For additional information, visit the following:

Website: www.cityofnewportrichey.org

Facebook: www.facebook.com/CityNPR/

Downtown: www.downtownnewportrichey.com

CRA: www.cityofnewportrichey.org/Departments/Economic-Development/Community-Redevelopment-Agency-CRA



COMPENSATION

The salary range is \$98,025 - \$122,050; starting salary is dependent upon qualifications and is accompanied by an attractive benefits package.

Residency within the City limits is not required. All New Port Richey employees are required to fill out a Disaster Response Survey and are subject to being required to report to work during a declared disaster.

TO APPLY

If interested in this outstanding opportunity, visit www.SRNsearch.com and apply online. The first review of resumes will take place on June 16, 2025; 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 candidate consent. Final interviews will be held with the City of New Port Richey. Candidates will be advised of the status of the recruitment following the selection of the Economic Development Director. Questions regarding this recruitment should be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@SRNsearch.com | 850.391.0000
www.SRNsearch.com

The City of New Port Richey is an equal opportunity employer. In accordance with Florida's Public Records/Sunshine Laws, resumes and applications are subject to public disclosure.

