



SEMINOLE COUNTY, FL
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF
DEVELOPMENT SERVICES

THE COMMUNITY

Seminole County is ideally located in beautiful Central Florida, 25 miles from downtown Orlando and less than an hour's drive to world-class beaches along the Atlantic Ocean. The County is part of the Orlando-Kissimmee-Sanford Metropolitan Statistical Area and is the third most densely populated county in the state (est. pop. 494,605).



Home to seven incorporated municipalities, including the county seat of Sanford, Seminole County continues to be one of the fastest-growing counties in Florida. It has the fifth-highest taxable value in Florida based on value per square mile.

Bordered on three sides by pristine rivers and a vast lake, including the Wekiva River to the west, St. Johns River to the east, and Lake Monroe to the north, Seminole County is an ideal vacation spot for those seeking the beauty of nature.

Nestled among charming historical villages and quaint towns and surrounded by the beauty and sense of Old Florida, Seminole County has 344 square miles of lush tropical foliage, 2,000 fresh-water lakes and rivers, and diverse wildlife that offers the classic Florida experience of enjoying peaceful rivers, fishing, boating, hiking, and more.

Just a short drive from all the major attractions of Central Florida, Seminole County offers excellent accommodations, fine dining, upscale shopping, superb golf courses, and state-of-the-art sports facilities and training complexes.

The Greater Orlando Metropolitan District, which includes Seminole, Osceola, Lake, and Orange counties, together with neighboring coastal counties of Volusia and Brevard, creates a viable, progressive, and diverse setting for economic growth and residential development.

The County is a hotbed for economic development.

It attracts significant business operations worldwide, including the American Automobile Association (AAA), Verizon Communications, Mitsubishi Hitachi Power Systems, Deloitte Consulting, LLP, Faro Technologies, and Convergys.

The County has over 24 active and passive parks, over 40 miles of paved trails, eight wilderness areas encompassing over 6,600 acres, and more.

Seminole County Public Schools (SCPS) is renowned as a Premier National School District. SCPS has more than 67,000 students and is the 12th largest school district in Florida and 60th nationally. It boasts 37 traditional elementary schools, 12 middle schools, and 9 high schools. For higher education, Seminole County is in close proximity to more than 35 colleges, universities, technical schools, and private institutions, most notably Seminole State College, as well as continuing education programs that offer ongoing opportunities for workers to sharpen their skills.

The community hosts many special events, including the Scottish Highland Games, Love Your Shorts Film Festival, Central Florida BBQ Blowout, Red Hot and Boom, and more.

With a median age of 39, a median household income of \$70K, and 40% of the County's population possessing a bachelor's degree or higher, Seminole County is often considered a microcosm of the United States.

With its mild climate year-round, natural beauty, and proximity to endless amenities and attractions, Seminole County continues to be a community of choice with an exceptional quality of life.

THE ORGANIZATION

Seminole County is a Home Rule Charter County and operates under an elected County Commission and appointed County Manager form of government. The Board of County Commissioners is comprised of five members serving staggered terms of four years. Each

Commissioner represents one of the five County Commission districts, and the Commissioners are elected countywide.

Seminole County Government has approximately 1,681 FTEs across 16 departments and an FY2026 Adopted Budget of \$1.2 billion.

THE POSITION

The Director of Development Services provides strategic leadership and administrative oversight for the County's development-related functions, including Planning; Building, Permitting, and Zoning; Development Review Engineering; and Code Enforcement. This position is responsible for managing a multidisciplinary team of professional and technical staff; advancing policies and programs that support well-planned growth and community development. The Director has oversight for 96 FTEs and serves as a key advisor to the County Manager.

The Department's mission is "Guiding Progress with an Open-for-Business attitude, One Customer at a Time." Additionally, its vision is to be recognized for providing the best customer service of any Development Services Department in the area, through its values of customer service, teamwork, positive attitude, and reliability.

Duties and responsibilities of the Director of Development Services include, but are not limited to:

- Provides leadership, direction, training, and performance management for departmental employees, fostering a culture of accountability, collaboration, and customer service.
- Oversees Planning and Development Review and is responsible for the department strategic plan, process evaluation, and Board-directed initiatives.
- Supervises and guides major planning projects, including comprehensive plan updates, land development code amendments, and related policy initiatives.
- Presents recommendations and reports before the Board of County Commissioners, Planning and Zoning Commission, and other boards or advisory bodies.
- Develops and manages the department's annual operating budget, ensuring fiscal



responsibility and resource alignment with organizational priorities.

- Provides exceptional customer service by addressing complex external issues, resolving conflicts, and serving as a liaison between the County and community stakeholders.
- Leads development of long-range planning policies and collaborates with other departments to implement comprehensive plan and land development code changes.
- Coordinates with Purchasing Division to develop and review contracts, work orders, change orders, bid documents, and other procurement activities; prepares related agenda items for Board consideration.
- Responds to public inquiries regarding current or planned projects, ensuring timely communication and resolution of issues.
- Leads interlocal coordination and agreement development with municipalities within and adjacent to Seminole County; represents the County on relevant boards, committees, and external working groups.
- In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.
- Other related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate is a solid leader with a team-oriented management style who gives clear guidance and direction, sets expectations, and holds staff accountable.

The selected candidate will be approachable and transparent, with an open and inclusive management style. The Director will build relationships, both internal and external to the organization, and possess excellent interpersonal and communication skills. The successful candidate will be a self-starter who is innovative, collaborative, progressive, and solutions-oriented and will anticipate issues and provide recommendations, options, and alternatives as needed.

The Director will encourage, mentor, and develop staff. Must have the skills and ability to deal tactfully and effectively with subordinates, other County personnel, various technical groups, and the general public.

Requirements include a Master's degree in Public Administration, Planning, Engineering, or Business Administration and ten (10) years of experience required; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities. An AICP Certification or Florida Professional Engineer's (PE) license is preferred. All employees must attend Seminole County required trainings, and Department specific trainings may also be required. Must possess a valid Florida Driver's License.

COMPENSATION

Seminole County strives to be the employer of choice in Central Florida through competitive pay, benefits, and a positive working environment. Starting salary is open, 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. 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 Seminole County. Candidates will be advised of the status of the recruitment following the selection of the Director of Development Services. Questions may be directed to:

S. Renée Narloch, President or

Elliott Pervinich, Vice President

S. Renée Narloch & Associates

info@srnsearch.com | 850.391.0000

www.srnsearch.com

Seminole County Government fully commits itself to providing equal opportunities to all persons regardless of race, color or national origin, sex, age, political affiliations or beliefs, religious beliefs, or disability. The County values veterans' service and supports the recruitment of veterans. As such, Veterans' Preference will be given per Chapter 295 of the Florida Statutes for veterans who meet the minimum requirements. *In accordance with Florida's Public Records/Sunshine Laws, resumes and applications are subject to public disclosure.*



**S. RENÉE NARLOCH
& ASSOCIATES**
PROFESSIONAL EXECUTIVE RECRUITMENT