

# CITY OF MIAMI BEACH, FLORIDA

## BUILDING DIRECTOR



GovHR USA  
GovTEMPS USA



MGT



# MIAMI BEACH

## CITY OF MIAMI BEACH, FLORIDA

### BUILDING DIRECTOR



## ABOUT THE COMMUNITY

With white, sandy beaches, turquoise waters and an iconic cultural scene, Miami Beach has a rich history stemming back from the turn of the 20th century, evolving over the years into a major convention destination and international resort area. With a population of 88,000 and an average daily population closer to 200,000, Miami Beach remains a destination for millions of visitors to its world-famous shores each year. Its evolution from a retirement community to a diverse, multi-cultural community where the average age is 40 reflects its transformation to a younger, higher income, working community.

Miami Beach is a cosmopolitan, tropical island city whose residents are as diverse as its visitors. The City boasts over seven miles of beaches and an [uninterrupted Beachwalk](#) from one end of the City to the other, two public golf courses, 44 parks, 2 tennis centers, art and culture, dining and nightlife, world-class shopping, and even an ice rink, all within approximately 7 square miles. The City is also committed to preserving its historic buildings and culture.

As a trend-setting arts and entertainment mecca, and a shopping and cultural wonder situated between Biscayne Bay and the blue waters of the Atlantic Ocean, Miami Beach is enjoyed by visitors, world travelers, celebrities, and locals alike. The City is home to museums and art galleries, as well as the New World Symphony Orchestra and the Miami City Ballet. Walking the streets and esplanades of Miami Beach provides a world of artistic treasures. International art, boat and car shows, and wine and food festivals make their home here every year while streets such as Lincoln Road, Española Way, Ocean Drive, and Collins Avenue provide a wide variety of boutiques, popular retailers and restaurants.

The city benefits from being part of a global transportation gateway with connections to world-class infrastructure, such as two nearby international airports, and PortMiami, known worldwide as the Cruise Capital of the World and welcoming more cruise passengers to its terminals than any other port in the world.

## SNAPSHOT: MIAMI BEACH DEMOGRAPHICS

Hispanic – **60.3%**  
Black – **22.4%**  
White – **16.3%**  
Asian – **0.8%**  
Other – **0.1%**  
American Indian – **0.1%**

## INTERESTING FACTS ABOUT MIAMI BEACH

Approximately **88,000** residents (about half are foreign-born)

Welcomes **10.9** million overnight visitors annually

Approximately **60 miles** of waterways

Average annual temperature of **75.2° F**





## CITY GOVERNMENT

Incorporated in 1915, the City of Miami Beach operates under a Commission/City Manager form of government. The City Commission consists of the Mayor and six Commissioners who serve as the policy-making body of the City. The Mayor and Commission are elected on a citywide, nonpartisan basis, and they appoint the City Manager, City Attorney, City Clerk, and Inspector General. All other department heads are appointed by the City Manager with the consent of the City Commission. The City Manager is responsible for implementing Commission policies and decisions, providing executive level leadership, vision, and guidance to the organization, and for the daily operations of the City.

The City of Miami Beach is a full-service government providing a broad range of services to its residents and annual visitors, from public safety and planning to housing and utilities. Its [FY2024 annual budget](#) is \$829 million, with a General Fund operating budget of \$428 million. Miami Beach residents are highly engaged and connected with their local government, with over 40 separate boards and committees providing input to departments and the elected body.



## ABOUT THE BUILDING DEPARTMENT

The Building Department enforces both the Florida Building Code and the City's Code of Ordinances, working to ensure compliance among developers, businesses and residents while prioritizing the protection of the public's health, safety, and overall well-being. The department is committed to ensuring public safety by overseeing building construction in an environment that is densely developed and considered fully built-out. Most construction is either demolition and redevelopment or renovation of existing buildings. For more information about the Building Department, explore the department's [web page](#).

The Building Department has a \$18.9 million budget with a total of 95 authorized positions, utilizing outside contractors for the provision of some of its services. The department is an Enterprise Fund, which means that revenues into the fund must cover the cost of the expenditures and are held separately to avoid co-mingling of dollars with other City funds. The department's largest expenditure is staffing costs, which makes up approximately 63% of the budget for FY2024. The revenues collected in the Building Department fluctuate with the market economy. [FY2024 Adopted Budget Book](#) (See pages 289-296).

The Department is made up of two functional areas: Operations and Administrative Services.

Operations is responsible for administering various provisions of the Florida Building Code, including accepting permit applications, reviewing and approving construction plans, inspecting construction work to ensure compliance with approved plans, and issuing violations for those projects where construction is not in compliance with approved permits.

Administrative Services provides administrative support including requisitioning goods and services, processing invoices for payables, creating invoices for receivables, maintaining all personnel files, processing payroll, budgeting, providing IT assistance to its customers, and managing special projects.







# ABOUT THE BUILDING DEPARTMENT

The Building Department strives to offer excellent customer service through state-of-the-art, cutting-edge technology that enables the department to advance paperless services. Online permit applications, electronic permit forms, electronic payments, concurrent electronic plan review, real-time inspection results and inspection routes are enhanced by technological advances. With a high volume of permits, significant cross-departmental cooperation with other City departments and functions, and a highly engaged constituency, the Building Department prioritizes communication and customer response in its delivery of services.

## FY2022 DEPARTMENT WORKLOAD DATA

**9,630** Permits Issued

**42,376** Plan Reviews

**232** Average Daily Inspections

**50,978** Online Submissions

Important initiatives for the department over the next one to two years include:

- Complete the development process study.
- Refine the Building Department's website to become more interactive and user-friendly.
- Improve online/electronic submissions.
- Improve customer access regarding inspection requests and other inspection-related information.
- Annual meetings with the construction industry.
- Quarterly training and feedback sessions with property owners.
- Cross-training for building employees to improve efficiency.



## THE POSITION

The Building Director oversees the department's operations while demonstrating a philosophy of public sector transparency and an open-door policy. The Director is enlisted daily in the resolution of significant and often unique issues both large and small in a fast-paced environment. The position works closely with other City departments in coordinating responses or addressing major issues, including Planning, Economic Development, Code Compliance, Housing and Community Affairs, Transportation and Mobility, Fire, Police, and Administration.

### KEY RESPONSIBILITIES

- Directs technical, administrative, and clerical staff in the conduct of building inspections, the issuing of building permits, and the enforcement of building codes.
- Meets with builders, engineers, architects, developers, attorneys, real estate agents, and the public to hear code concerns to resolve complaints.
- Drafts ordinances, resolutions, and memos related to building and zoning codes for the City Commission.
- Reviews and approves large-scale building and development plans; certificates of occupancy; and administrative and personnel documents and actions.
- Interprets building codes and approves occupant load content requirements.
- Assigns personnel to various projects.
- Assigns and reviews non-routine items to staff, including budget preparation and monitoring, personnel actions, staff interviews, training, hardware and software needs, and office space planning.
- Speaks at civic meetings on subjects related to the department.
- Performs related work as required.





## THE IDEAL CANDIDATE

- **Open, honest, collaborative, and transparent** – Possess a high level of emotional intelligence with the ability to effectively engage others with diverse personalities in a tactful, mature, and flexible manner to build trust, transparency, and productive relationships. Open to new ideas and ways of getting to 'Yes' in any given situation, while adhering to safety standards and requirements.
- **Professional demeanor** – Maintains a poised and professional demeanor and is adept at fostering productive relationships with team members, external developers, and contractors. Capable of enforcing regulations and safety protocols while offering clear explanations and communicating the significance of compliance.
- **Skilled in identifying and implementing best practice solutions** – Expert at anticipating needs and proposing unique, creative, and out of the box solution(s) to new or ongoing operational issues.
- **Safety first mindset** – In Miami Beach, navigating the intricate building codes and procedures necessitates teamwork among various departments, developers, and construction crews to prioritize safety. Balancing this with the pressure for speed can be challenging, but upholding the project's integrity and safety remains the foremost objective.
- **Proactive, solution and results oriented** – One who can partner with stakeholders to achieve goals.
- **Departmental leader, manager, and mentor** – Capable of motivating, collaborating with, and guiding a large team to define and execute a vision for the department. Cultivates strong relationships within the team to foster commitment and collaboratively identifies opportunities for enhancing service delivery.
- **Comfortable working in a fast-paced environment** – Tackles and resolves unique and recurring challenges across numerous high-profile projects simultaneously, demonstrating agility in adapting to shifting circumstances or pivoting direction as required.
- **Welcoming and inclusive in a diverse cultural and economic environment** – Has the ability to assimilate into a culturally diverse setting while demonstrating flexibility and responsiveness. Miami Beach includes resident owners and investors (roughly half of whom have relocated from different countries worldwide) along with nearly 11 million annual visitors. This diversity presents a nuanced challenge in accommodating varied needs and preferences related to government services and development endeavors.
- **Sets and achieves high expectations** (for self and the department) and can handle high demands and frequent unique situations.
- **Well-honed, active listening skills** – Ability to troubleshoot issues and develop multiple options for consideration.
- **Build and maintain trust** – Possess high ethical and moral character with the ability to build and maintain trusting relationships with team members at all levels and the community.
- **Metrics and data focus** – Ensure leadership has the data it needs to make informed decisions regarding priorities, budget issues, staffing matters and other operational issues.
- **Part of the City's Economic Development ecosystem** – Demonstrates an understanding of the role of Building Services in Miami Beach's economic development strategy and goals and manages the department's functions in support of those goals.



## MINIMUM QUALIFICATIONS

- Bachelor's degree in building construction management or technology, architecture, structural engineering, or a related field and at least 7 years of progressively more complex senior management experience in building design and maintenance, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures, with proven leadership experience in oversight of a large department. (Experience can substitute for education on a year-for-year basis.)
- Knowledge of national, state and local laws, codes, ordinances, and regulations regarding construction, alteration, and repair of buildings and other structures.
- Knowledge of general building design and good construction practices.
- Working knowledge of the construction industry including effective practices concerning air conditioning, electrical, plumbing, and other phases of building construction.

## PREFERRED QUALIFICATIONS

- Current certification, or the ability to obtain certification, as a Chief Building Official as defined by the State of Florida
- Previous public sector experience as a Building and/or Code Compliance Director
- Experience in the building trades
- Working knowledge of the South Florida Building Code
- Experience working in historic preservation
- Familiarity with EPA legislation





## KEY OPPORTUNITIES AND CHALLENGES

The development environment in the City is charged with high expectations, energy, and an influential and persistent client base who expect excellence and timeliness. The new Building Director will be faced with some challenges alongside some exciting opportunities.

### Continuous process improvement

– In 2023 a permit study was conducted, and the department has since acted upon its recommendations. The incoming Director can contribute by providing a fresh perspective, evaluating existing processes, and presenting alternative options and best practices to foster ongoing continuous improvement.

**Workforce** – Similar to other coastal regions in Florida, Miami Beach faces challenges in attracting and retaining top-tier talent. While the local housing market may pose obstacles for potential recruits, fostering an environment where team members feel appreciated, integrated into the team, and entrusted with meaningful responsibilities serves as compelling retention strategies.

### Pace and Complexity of Development

– As a member of a complex development review process, the Building Department is the gateway and primary facilitator of the permit review process. Customer interactions require diplomacy and the ability to be nimble when responding to customers. Administering a consistent, predictable process requires patience, acumen, and the ability to enforce the policies and regulations under high pressure and demanding circumstances.

### Ongoing assessment and enhancement of department systems

– Embrace the role of change agent and actively engage in defining a comprehensive software program for the department within the broader context of the City's ERP system.

### Work on a collegial team in world-famous location

– Despite a population of 88,000 residents that surges to the millions on weekends, you'll find yourself working in a stunning tropical locale alongside a team of 2,700 employees, including 25 directors who readily offer support. Your office will be centrally located in the center city area just four blocks from the beach and in the heart of Miami Beach's cultural and commercial offerings.







## COMPENSATION AND BENEFITS

The City of Miami Beach offers competitive total compensation that includes a comprehensive benefits package with medical, dental and vision insurance (eligible on 91st day of employment); health savings and flexible spending accounts; paid time off, wellness incentives; paid parental leave; voluntary contribution to 457 retirement plan; paid time off; and more. ([Click here for more information.](#)) Employees do not pay Social Security taxes.

The City also has its own defined benefit pension plan with a 2.5% annual multiplier and 5-year vesting schedule. The plan offers a maximum benefit of up to 80% of your highest five-year average salary. The salary range for this position is \$143,507 - \$259,636 and the expected hiring range is \$210,000 - \$235,000, depending on qualifications. Relocation assistance is available to the selected candidate.

**The City of Miami Beach is an  
Equal Opportunity Employer.**

## HOW TO APPLY

First review of applications will occur on March 18, 2024; position open until filled. Candidates must apply electronically with resume, cover letter and contact information for five professional references at [www.GovHRJobs.com](http://www.GovHRJobs.com). For questions or more information contact GovHR Executive Vice President Mary Jacobs at (520) 249-3290 or GovHR Senior Vice President Joan Walko at (410) 499-9586.

## GOVERNMENT IN THE SUNSHINE

Information contained in the [Florida Sunshine Law](#) assists the public and governmental agencies in understanding the requirements and exemptions to Florida's open government laws. The Attorney General's Office compiles a comprehensive guide known as the Government-in-the-Sunshine manual. Candidates are advised to be aware that all aspects of this recruitment are open to public records requests throughout the process.