

# WE ARE HIRING!



## JOIN THE SAFETY HARBOR TEAM

### Community Development Specialist \$15.49/hr - \$22.69/hr | Pay Grade: 117

Under the general direction of the Community Development Director, or designee. Performs responsible clerical work receiving and processing permit applications, occupational licenses, and contractor registrations in the Community Development Department. Performs duties covering a wide variety of projects and programs in the Community Development Department, including reporting and project tracking, in accordance with City ordinances and Departmental policies. Work is performed with independence requiring extensive public contact and attention to detail. Work is reviewed through observation and obtained results.

#### Qualifications:

- Ability to read drawings, plans and code requirements.
- Ability to work on several projects or issues simultaneously. Ability to work independently or in a team environment as needed.
- Ability to establish and maintain files; to prepare reports as requested.
- Knowledge of business English, spelling and arithmetic. Ability to operate a variety of modern office equipment.
- Ability to establish and maintain effective working relationships with fellow City employees, contractors, and the general public.
- Must be able to attend meetings/training events, as necessary.

#### We offer:

- Medical, Dental, & Vision Insurance
- Retirement Plan
- Life Insurance & Short Term Disability
- Paid Holidays, Vacation, & Sick Leave
- Employee & Life Assistance Programs
- Other Voluntary Benefits

**apply online at [cityofsafetyharbor.com/jobs](http://cityofsafetyharbor.com/jobs)**

727-724-1555 | [HR@cityofsafetyharbor.com](mailto:HR@cityofsafetyharbor.com)

The City of Safety Harbor is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Veterans Preference applicable.