

THE CITY OF NEW PORT RICHEY, FL

INVITES YOUR INTEREST IN THE POSITION OF

BUILDING OFFICIAL



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 Building Official performs both supervisory and administrative duties related to building construction regulation to ensure public safety and health. Responsibilities include a wide range of tasks associated with building inspection, plan review, and permitting activities. The Building Official enforces applicable building codes, regulations, and ordinances for both residential and commercial construction projects.

This is a highly visible, public-facing position that requires exceptional customer service skills and professionalism in dealing with contractors, property owners, and the general public. The position will also include shared services responsibilities with an adjoining community, supporting regional cooperation and efficient service delivery.

Qualified candidates will have at least ten (10) years of experience in building construction, including supervisory responsibilities, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.



THE IDEAL CANDIDATE

The ideal candidate must be Licensed by the State of Florida as a Building Code Administrator at time of hire, under provisions of FS Chapter 468 and certification by the International Code Council (ICC) as a Certified Building Official (CBO). Additionally, certification as a Certified Floodplain Manager or ability to obtain will be necessary.

COMPENSATION

The anticipated annual starting salary for this position will be determined based on the candidate's qualifications and experience (DOQ/DOE). The expected salary range is \$89,389 – \$102,797 per year, commensurate with experience.

TO APPLY

Interested candidates should apply by visiting the City's website at www.citynpr.org, or by scanning the QR Code below.



BENEFITS

The City offers an excellent benefits package that includes health, dental, and vision insurance; paid holidays, vacation, and sick leave; and additional voluntary benefit options. Eligible employees participate in the Florida Retirement System (FRS) and may choose between the Investment Plan or the Pension Plan, based on individual preferences and career goals. The City also supports professional development and provides a work environment that values work-life balance.



5919 Main Street, New Port Richey, FL 34652

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.