

City of Cedar Key – Job Posting

Position: Planning and Development Administrator

Location: Cedar Key, Florida

Reports To: Mayor / City Commission

Status: Full-Time, Exempt, At-Will

Salary: \$47,000 – \$57,000 annually (commensurate with experience)

About the Position

The City of Cedar Key is seeking a highly organized and motivated professional to serve as Planning and Development Administrator. This key role oversees the City's permitting and licensing program, coordinates the Historic Review Board (HRB) and Local Planning Agency (LPA), manages City and CRA projects, and administers CRA financials using QuickBooks.

The Administrator will manage the CivicPlus online permitting system, support project planning and grant administration, and ensure all redevelopment and permitting operations run efficiently.

This is a new and evolving position, ideal for someone who thrives in a small-city environment with a wide range of responsibilities.

Key Responsibilities

- Manage all building, zoning, and business permit applications via CivicPlus.
- Coordinate Historic Review Board (HRB) and Local Planning Agency (LPA) meetings, agendas, and documentation.
- Oversee City and CRA projects, including scheduling, budgets, and coordination with consultants.
- Administer CRA financials using QuickBooks, prepare reports, and track grants and capital improvement projects.
- Assist with research, preparation, and administration of grant applications.
- Generate reports for City Commission and CRA Board; maintain accurate records.
- Support staff and contractors in CivicPlus training and system use.

Qualifications

- Associate's degree required; Bachelor's degree preferred (Public Administration, Business, Urban Planning, or related).
- Minimum three (3) years of municipal government, permitting, project management, or redevelopment experience.
- Experience with QuickBooks and CivicPlus (or similar systems) preferred.
- Strong organizational, communication, and customer service skills.
- Ability to coordinate multiple projects, meet deadlines, and adapt to evolving responsibilities.
- Valid Florida driver's license required; must obtain Florida Notary Public commission within six months of hire.

Benefits

- Health insurance
- Paid holidays and leave

How to Apply

Submit a City of Cedar Key Employment Application, resume, cover letter, and writing sample to:

City of Cedar Key
Attn: City Clerk's Office
809 6th Street, Cedar Key, FL 32625
or email: cityhall@cedarkeyfl.us