

GROWTH MANAGEMENT DEPARTMENT

Mission

To ensure that development is planned, completed, and maintained in a manner that ensures a high quality of life and enhances the safety, vitality, and welfare of the community.

Core Services

- Update and maintenance of the Palm Bay Comprehensive Plan
- Implementation and enforcement of the Palm Bay Code of Ordinances
- Building and development permitting, inspections, and plan reviews
- Administer and improve the floodplain management system
- Provide population, land use, traffic, and planning studies and data
- Coordinate annexation requests
- Administers Federal and State Grant Programs: Community Development Block Grants (CDBG); HOME Investment Partnership (HOME); State Housing Initiatives (SHIP); Hurricane Housing Recovery Program and small business training and loan programs.

Volunteer Opportunities

- **Data Entry: Office**
 - Duties: Assist with the scanning and indexing of building permit documents and site planning documents; Prepare documents for scanning; Scan documents; Input documents' indexing data for sorting and storage; Perform basic clerical skills and tasks such as typing and coding, sorting and filing documents.
 - Qualifications: Graduation from high school or GED; One year experience in records management; Ability to use Laserfiche software and scanning equipment.
- **Events: Assistant**
 - Duties: Assist with preparations for special events and public hearings, including but not limited to copying and distributing flyers, contacting interested parties via e-mail or phone, preparing materials needed for the day of the event (i.e. create sign-up sheets for the Info Expo on foreclosure assistance); Assist with setting up and cleaning up on the day of the event.
 - Qualifications: Knowledge of office equipment, Microsoft Office, and e-mail; Must possess a valid driver's license with an acceptable driving record; Ability to distribute flyers and physically assist with setup and cleanup of events.
- **Receptionist: Office**
 - Duties: Answer telephone and receives inquiries; Provide information or refer callers to appropriate personnel or agencies; Assist with walk in customers directing them to the proper personnel or divisions; Hand out the proper forms and applications to walk in customers.
 - Qualifications: Graduation from high school and 1 year experience in clerical work to include data entry; Construction background helpful; Ability to record/deliver information, explain procedures, and follow oral/written instructions; Ability to communicate effectively and efficiently.

- **Research: Development Field Surveys**

- Duties: Field and office research on various land use, zoning, development and environmental subjects; Development for and analysis of data; Preliminary reports written.
- Qualifications: Graduation from high school or GED; Clear and effective oral and written skills and solid skills with Microsoft Office programs; Valid driver's license with an acceptable driving record.