

Title: Director of Community Development
PG: PB 2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Community Development

Class Code: 1026
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is highly responsible administrative and professional work in directing the City's community development programs. This individual is responsible for the application of specialized knowledge and administrative skills in the formulation, adoption, implementation and amendment of comprehensive and subsidiary plans for the City's physical development. The individual is responsible for the formulation, adoption and implementation of the City's Community Development Block Grant Program. The individual serves as technical advisor to the City Manager, City Commission and Planning and Zoning Board. This position has supervisory responsibility for other administrative staff who advises the Citizens Advisory Committee, Historic Preservation Board, Zoning Board of Adjustment and Appeals and other City officials on community development matters.

ESSENTIAL FUNCTIONS:

1. Coordinates and supervises the administration of the Planning, Building Inspection, Housing and Code Enforcement Divisions of the Community Development Department with Federal, State, County and Local governments and with other City Departments.
2. Prepares and administers the Community Development Department Budget.
3. Plans, organizes, and directs the activities of professional, technical and clerical personnel engaged in planning, zoning, community development, redevelopment, mapping, housing rehabilitation, construction codes and property information activities.
4. Assigns professional assistants to specific projects; supervises and participates in the compilation of materials and the writing of reports on a wide range of subjects.
5. Prepares written recommendations to the Planning and Zoning Board and City Commission on all requests for re-zoning and conditional uses.
6. Supervises and participates in the preparation of zoning, subdivisions, housing, environmental, construction, and sign regulations and zoning maps and the revision of such regulations and maps.

ADDITIONAL RESPONSIBILITIES:

1. Supervises the review of site plans and construction plans for all development to ensure compliance with applicable codes and regulations. Supervises the review of all subdivision plats.
2. Administers requests for annexation and zoning and coordinates all such requests with various City departments and the County.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the laws, ordinances, principles and practices affecting the planning, community development, housing, private development, redevelopment, environmental review, historic preservation, construction and zoning processes.
2. Extensive knowledge of the Federal Community Development Block Grant Program.
3. Thorough knowledge of economics, municipal finance, engineering, sociology and other related subjects as applied to city planning and community development.
4. Ability to organize, administer and supervise employees of a large Department with four distinct divisions and a wide variety of programs simultaneously.
5. Ability to present reports, recommendations and technical information clearly, concisely and in an interesting manner, to appropriate City officials, to lay groups, and the general public, orally and in writing

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6. Ability to establish and maintain effective working relationships with City officials, other government agencies, private agencies or organizations and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in City or Urban Planning. A Masters degree preferred.
2. Eight (8) years of experience with a recognized planning agency, including two (2) years in a supervisory role.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.