

Title: Assistant Director of Community Development
PG: PB4
Status: Non-Civil Service
Position Reports to: Director of Community Development
Department: Community Development

Class Code: 1006
Date: 09/08

GENERAL DESCRIPTION OF CLASS

This is a highly responsible administrative and professional work in assisting the direction of the City's community development programs. An individual in this classification is responsible for assisting the Director of Community Development in managing the work programs of the various divisions of the department. Assists with personnel selection and the supervision of departmental staff. Work involves administrative responsibility for the effective operation of the department. Work also involves the use of considerable initiative and judgement in day-to-day operations, with important contacts required with the public, officials of other city departments and other government agencies, and the development community. Work is performed in accordance with broad directives from the department director, with considerable independence, subject to local policies and professional standards. Work is evaluated through a review of reports, by observation and through conferences.

ESSENTIAL FUNCTIONS:

1. Assists the Director of Community Development in the administration and supervision of the Planning, Building Inspection, Housing and Code Enforcement Divisions.
2. Serves as department director during the absence of the director. Represents the department at various municipal board meetings, development review meetings, staff meetings, community meetings, and meeting of professional associations and civic clubs.
3. Supervises and assists the staff in the preparation and administration of the Comprehensive Plan, subsidiary plans, planning reports, recommendations and proposed ordinances.
4. Coordinates inter-divisional activities and joint projects; ensures coordination of Community Development Department activities with federal, state, county, and local governments and with other city departments.
5. Assists in the coordination and provision of staff support for the Planning and Zoning Board, Citizens Advisory Committee, Historic Preservation Board, Zoning Board of Adjustment and Appeals, and for other City officials on community development matters.
6. Assists in the preparation of zoning recommendations.

ADDITIONAL RESPONSIBILITIES:

1. Coordinates private development with city services and coordinates public and private participation in downtown redevelopment.
2. Assists in the preparation and administration of departmental budgets.
3. Performs related work as required

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the principles and practices of public planning, growth management legislation and procedures for the preparation and administration of Comprehensive Plans.
2. Thorough knowledge of laws and ordinances affecting planning, community development, housing, private development, redevelopment, environmental review, historic preservation, construction and zoning processes.
3. Thorough knowledge of the principles of public administration, economics, municipal finance, sociology and other related subjects as applied to planning and community development.
4. Considerable knowledge of current literature and recent developments in the field of public planning, principles and practices of civil engineering and physical design as applied to city planning.

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5. Considerable knowledge of the Federal Community Development Block Grant Program.
6. Ability to administer and participate in complex community development studies and to analyze information and formulate substantive recommendations based on such studies.
7. Ability to analyze complex community development problems and develop positive courses of action.
8. Ability to present written and oral reports and technical information clearly, concisely and in an interesting manner to city officials, to lay groups, and the general public.
9. Ability to establish and maintain effective working relationships with policy makers, supervisors, associates, subordinates, other City departments, other government agencies 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 with a degree in City or Urban Planning from an accredited college or university. Masters degree preferred.
2. Six (6) years of progressively responsible planning experience with a recognized planning agency.
2. 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 City University Level three (3) or completion within twelve (12) months.

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.