

MAJOR FUNCTION

This is responsible professional and administrative work in directing the Growth Management Department. The incumbent is responsible for managing and monitoring development within the City and administering policy and regulations related to land use, zoning, environmental services, concurrency management, code enforcement and construction permitting. Work is performed under the administrative direction of an Assistant City Manager and considerable independent judgment, discretion, and initiative are exercised in carrying out the daily operations of the department with efficiency and effectiveness.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Meets with developers and staff on specific concurrency, code enforcement, building construction or land development issues including the negotiation of development agreements. Supervises, directs, plans, coordinates and trains staff in the Building Inspection, Land Use and Environmental Services, Code Enforcement and Administration Divisions. Prepares and administers the department's budget and approves all expenditures in accordance with budget. Prepares administrative and technical reports as required. Attends site plan review, Planning Commission, and City Commission meetings concerning specific development proposals. Administers the Environmental Management Ordinance. Approves the selection, placement, promotion, grievance resolution and discipline of employees. Conducts performance evaluations and approves the award or denial of merit increases. Performs related work as required.

Other Important Duties

Attends and participates in meetings of other public agencies as the City's representative.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the growth management statutes, rules, budget process, land development processes and local development regulations. Considerable knowledge of the laws and ordinances affecting the planning, zoning, building and code enforcement processes. Ability to devise methods, procedures, and policies to implement various department programs. Ability to prepare and present clear and concise technical, professional, and administrative reports and records both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to negotiate and mediate with staff and developers/contractors in areas involving conflict resolution and to administer policy and regulations equally and fairly. Ability to plan, assign, instruct, review, supervise and evaluate the work of technical and professional staff. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, civil engineering, urban planning or a related field and seven years of professional experience in land development administration, environmental management, urban planning, public works administration or general public administration; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 02-13-90
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08-22-08
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01-23-16
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