

**City of Dunedin, Florida
Class Description**

Business Manager

GENERAL STATEMENT OF JOB

Under general supervision, manages the schedule, submittals, public hearings and all records involving the development review process and the code compliance process. Reports to the Director of Community Development, or designee.

SPECIFIC DUTIES AND RESPONSIBILITIES

Example of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises the department's main reception staff, to include hiring, training and evaluation; organizes resources to plan and prioritize department workflow.

Manages the public hearing notification and advertisement process to ensure compliance with all City and State regulations; includes the Local Planning Agency, Board of Adjustment and Appeal, Building Board of Adjustment and Appeal, Code Compliance Board and City Commission, as directed.

Provides for proper notice of Code Compliance, Local Planning Agency, and City Commission public hearings; attends hearings and participates in the preparation of final orders of the Dunedin Code Compliance Board as results of hearings; prepares correspondence for citizens, attorneys, and their representatives regarding code compliance violations, fines, and settlements; stamps evidence, updates system, and notarizes documents.

Serves as the Clerk of the Dunedin Code Compliance Board, and attests to matters with that capacity; responsible for setting up and recording of meetings, transferring audio files for the City Clerk's official copy and preparing them for transcription.

Responsible for the calculation of monies in code compliance liens, fine reductions, and payoffs as requested, ensuring that calculations are accurate and legally correct; supervises the collection of code compliance related fees and fines; makes deposits and maintains accurate records. Files liens and affidavits with the Clerk of the Court.

Works with Director and Assistant Director on the preparation and administration of a

complex budget which involves revenues and expenditures; monitors account balances.

Receives applications for annexations, design review, land use plan amendments, zoning changes, conditional use permits, variances, etc. Establishes timelines, prepares and submits legal advertisements, assigning deadlines for public hearings, preparing packets, and posting notices at sites.

Coordinates with the city attorney's office on legal matters related to department operations, as needed or directed.

Coordinates and updates city website as needed and manages service contracts for office equipment.

Creates new and corrects existing City addresses according to established policies and procedures; provides data to update zoning and address maps.

Interacts and communicates with various groups and individuals including city personnel, citizen boards and committees, task forces, attorneys, vendors, title companies, realtors, and the general public.

Receives, researches and responds to public inquiries regarding related department functions and procedures.

Answers the telephone, provides accurate information and/or routes calls to appropriate staff person. Greets office visitors and provides effective customer service as required.

ADDITIONAL JOB FUNCTIONS

Performs routine administrative/office work as required, including but not limited to attending and conducting meetings, answering the telephone, typing reports and correspondence, copying and filing documents, assisting customers, recording/retrieving data on computer, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in Business Administration or related field with five years of experience in administrative or financial management; with three years of prior supervisory experience. Verifiable related work experience may be substituted for the degree.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

State of Florida Certification as a Notary Public.

Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures as they pertain to the performance of duties of the Business Manager. Has knowledge of the functions and interrelationships of the City and other governmental agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Has knowledge of relevant state laws and local ordinances governing department operations. Has knowledge of County and department policies and procedures, including purchasing procedures. Has the ability to take initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize, and prioritize daily assignments and work activities. Has excellent clerical, organizational, data processing, and interpersonal skills. Has the ability to communicate effectively orally and in writing. Has the ability to speak and understand the English language. Has the ability to prepare and maintain accurate and complete records. Has the ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the ability to work under stressful conditions as required. Is able to work effectively despite frequent interruptions.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Is able to maintain effective relationships with personnel in other departments, external professionals, vendors and business owners. Is able to offer assistance to co-workers and employees of other departments as required. Has the ability to deal tactfully and courteously with the general public.

Equipment. Machinery. Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, typewriter, copier, calculator, telephone, and microfiche.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has the ability to speak and understand the English language.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment, which includes a computer, typewriter, printer, computer assisted multi-line telephone system, copier, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Director of Community Development