

City of Dunedin, Florida
Class Description

JOB TITLE: Director of Community Development

Community Development Department

GENERAL STATEMENT OF JOB

Under administrative direction, plans, directs and supervises the activities of the Community Development Department, ensuring compliance with all applicable policies, procedures, laws and regulations. Administrative, technical, and supervisory position involving planning, redevelopment, building inspection, code compliance, zoning, permitting and coordination of assigned revitalization activities with other departments. Provides highly responsible professional and technical staff assistance to the City Manager. This position is also responsible for the administration and enforcement of the City's zoning and building codes and Code Compliance program. Performs other related work as directed. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

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.

- Develops and oversees the City's long range planning program with goals, objectives, and implementation measures.
- Plans, organizes, assigns, directs, participates and evaluates planning, building, code review and compliance, zoning administration activities.
- Supervises and manages Community Development Department staff in the review and approval of all development plans. Oversees the progress of all development plans.
- Provides technical and administrative support to staff on daily basis for review and approval of projects and building permits.
- Develops and oversees the department's Operating and Capital Improvement Plans budgets and develops Business Plan initiatives for the department; monitors performance and approves major expenditures; implements and maintains cost saving initiatives and revenue enhancements.
- Conducts development conferences with developers and engineers; meets with developers to discuss and coordinate city development issues and programs;

reviews site and building plans for compliance with ordinances and other established standards.

- Confers with developers, other agencies and the general public in acquiring information and coordinating planning and zoning matters, building code issues and code compliance activities.
- Provides direct staffing support to the City Commission, Board of Adjustment and Appeal and Code Enforcement Board.
- Approves and signs plans, agendas and other correspondence.
- Serves as a technical advisor to the Local Planning Agency, City Commission, City Manager and other city departments on planning, zoning enforcement, building inspections, and related matters.
- Provides input to other divisions, departments, and other local and state agencies for alteration and addition of applicable permitting laws and ordinances of land developments.
- Makes recommendations on the establishment, abolition, changes, and consolidation of ordinances, rules, and regulations.
- Supervises the implementation, maintenance of, and work projects associated with the City's Comprehensive Plan.
- Makes recommendations for proposed zoning and land use changes, conditional uses, special exceptions, transfers of development rights, unity of title, certified parcels, etc.
- Conducts research and planning analyses of project proposals to determine consistency with the City's Comprehensive Plan and land development regulations.
- Periodically reviews and makes recommendations for improvements and amendments to the City's Land Development Code, Comprehensive Plan, and other policies, plans and regulations.
- Provides leadership to develop and retain highly competent, public service oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Supervises department professional, supervisory and clerical personnel. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving disciplinary action, employee transfers, promotions and discharge.
- Assigns time priorities to specific projects in accordance with their necessity and desirability. Establishes the time limits for completion.
- Serves as a member of the City's senior leadership team; provides information and recommendations regarding operations.
- Keeps abreast of changes in relevant fields, such as land use, zoning law, historic preservation, redevelopment, main street programs, funding sources, federal/state/county legislation and regulations, and environmental issues.

ADDITIONAL JOB FUNCTIONS

Performs administrative duties such as contracting for services and purchasing/bidding, and personnel functions to include interviewing, hiring, payroll, staff meetings, etc.

Performs routine administrative/office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in urban planning or related field supplemented by a minimum of ten years of progressively responsible experience in planning, code compliance and zoning administration; five of which have been in a supervisory capacity. Five years of experience with a regulatory or government agency.

American Institute of Certified Planners (AICP) A.I .C.P. certification is preferred.

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

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

This is a Category A position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency, or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Director of Community Development. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Knowledge of the modern principles and practices of public planning, building inspection, code compliance, and related development services. Knowledge of economics, governmental finance, urban sociology, and the principles and practices of architecture and traffic engineering as applied to public planning. Knowledge of land development codes, permitting laws, zoning, subdivision, and land development

regulations. Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records. Knowledge of the organization and functions of an elected City Commission, and appointed boards and commissions. Technical knowledge and understanding of design and construction. **Knows how to make effective public presentations.** Ability to interact effectively with professional and technical people. Ability to present programs and ideas clearly and concisely, orally and in writing. Strong supervisory and management skills. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of professionals. Knows how to establish and maintain effective relationships with personnel from other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive, advisory and/or design data and information. Has excellent knowledge of planning and development and land use terminology. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform moderately complex algebraic and geometric operations; ability to use principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or conceptual thinking to determine a wide range of both intellectual and practical relationships. Ability to exercise judgment and make decisions to serve as guides and general directives for an entire organization. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Has comprehensive knowledge of the principles, theories, practices and methodologies of urban planning.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Is able to plan detailed and complex programs and activities and implement same. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems.

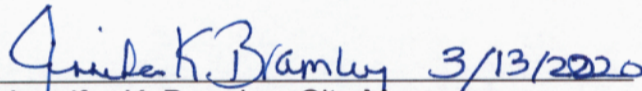
ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semiskilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

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.

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.


Jennifer K. Bramley, City Manager

Date