

The Department of Planning and Development

Job Descriptions

JOB TITLE: Director of Planning & Development

GENERAL STATEMENT OF JOB

Under administrative direction, responsible for the City's Long Range Planning Process, Zoning Building Permit Process, Code Enforcement, Occupational Licensing and implementation of the City's Sign Code. Provides direct staffing support to the City Commission, Local Planning Agency, Board of Adjustment and Appeal, Building Board of Appeal, Sign Code Board of Appeal and Code Enforcement Board. Responsible for interpreting and enforcing the City's Land Development Regulations and for the development and maintenance of Dunedin 2015-The Comprehensive Plan and in partnership with the Public Works and Utility Department, The Fire Department, The Community Redevelopment Agency and the Economic & Housing Development Department, serves as a liaison to the development community. The position also pursues the land use and development goals of the City Commission on a local County and State level. Responsible for the development of the Department's operating budget that strives to maintain cost saving initiatives and revenue enhancements. Performs related work as directed. Reports to the City Manager.

JOB TITLE: Assistant Director of Planning & Development

GENERAL STATEMENT OF JOB

Under limited direction, plans, directs and supervises multiple divisions, functions and programs of the Planning & Development Department, including the Building Division, Code Enforcement Division, floodplain administration and platting, ensuring compliance with all applicable policies, procedures, laws and regulations. Serves as the City's Chief Building Official, Floodplain Administrator, Community Rating System (CRS) Coordinator and Plat Manager. Performs related work as directed. Reports to the Director of Planning & Development.

JOB TITLE: Planner II

GENERAL STATEMENT OF JOB

Performs intermediate-level professional planning work in the Planning and Development Department with emphasis on traffic and comprehensive planning. Reviews traffic and corridor studies, comprehensive plan updates and amendments. Acts as the City staff liaison to Florida

Department of Transportation (FDOT), Forward Pinellas, and the Pinellas Suncoast Transit Authority (PSTA). Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues. Reports to the Director of Planning & Development.

JOB TITLE: Business Manager

GENERAL STATEMENT OF JOB

Under general supervision, manages the schedule, submittals, public hearings and all records involving both the City's development review process and the City's code enforcement procedure. Reports to the Planning and Development Director.

JOB TITLE: Senior Planning and Zoning Technician

GENERAL STATEMENT OF JOB

Administrative Tasks

JOB TITLE: Code Enforcement Inspector

GENERAL STATEMENT OF JOB

Under general supervision, conducts inspections of residential and commercial properties to ensure compliance with the 2009 International Property Maintenance Code or as amended. Prepares and maintains required records and reports. Performs related work as directed. Reports to the Planning & Development Director.

JOB TITLE: Senior Permit and Licensing Technician

GENERAL STATEMENT OF JOB

Under supervision, performs routine technical and clerical work in the processing of building and building related permits and local business taxes and provides effective and courteous customer service as required. Acts as the lead person for training employees at Permit & Licensing Technician level. Performs related work as directed. Reports to the Building Official

JOB TITLE: Receptionist

GENERAL STATEMENT OF JOB

Under supervision, performs routine receptionist duties and clerical work to support effective and efficient office operations. Reports to the Planning & Development Business Manager.