

City of Dunedin, Florida
Class Description

JOB TITLE: Assistant Director of Planning & Development
Planning & Development Department

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.

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.

Supervisory duties include instructing; mentoring; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending disciplinary action, employee transfers, promotions and discharge.

Directs the operations of the Building Division which includes administering and supervising all division functions, ensuring compliance with Florida Building Codes, federal and state laws and local ordinances, and the City's local business tax program.

Assumes management responsibility for assigned services and activities of the Code Enforcement Division including enforcement of certain building, health and safety, vehicle, municipal and zoning codes that protect health, safety, and general welfare of residents and visitors.

Serves as the principal administrator of the City's flood loss reduction activities including enforcing the City's floodplain management ordinance, updating flood maps, plans, and policies of the City, and any of the activities related to administration of the National Flood Insurance Program (NFIP).

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Assemble, coordinate, and maintain the documentation for the City's Community Rating System (CRS) application, modifications, cycle verification visits, and annual recertifications to document and verify the City's involvement in the NFIP and CRS.

Manages and coordinates the City's platting requirements as set forth in the City's Land Development Code, Pinellas County Code and Florida Statutes.

Supervises and directs the intake, review, approval and recordation of all subdivision plats submitted to the City, including the required conformity review by independent surveyors, ensuring compliance with applicable laws, rules and regulations.

Assists planning and zoning personnel in reviewing plans and specifications for land development and provides guidance and support to overall planning and zoning review of development.

Assists in the preparation of the department budget; monitors department expenditures.

Develops and implements policies and procedures and monitors activities for compliance with policies and procedures. Evaluates and makes recommendations to improve and streamline internal controls and processes.

Attends and conducts meetings with developers, contractors, architects, engineers, property owners and other stakeholders about department activities.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice, guidance and direction as needed.

Receives and responds to inquiries, concerns and complaints regarding department activities. Conducts investigations as may be warranted, including on-site inspections.

Makes presentations to City boards, committees and public groups and organizations.

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.

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MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree with major course work architecture, engineering, building construction, planning, public administration or a related field with ten years of combined experience as an architect, engineer, building code administrator, plans examiner, building code inspector, registered or certified contractor, or construction superintendent, with at least five years of such experience in supervisory positions.

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

SPECIAL REQUIREMENTS

Must possess a standard certification as a Building Code Administrator from the State of Florida, or must be eligible for a provisional State of Florida certification as a Building Code Administrator and must obtain standard state certification as a Building Code Administrator prior to the expiration of provisional certification.

Must possess at least one standard state certification in any of the following categories: building, electrical, mechanical and plumbing inspection and at least one standard state certification in any of the following categories: building, electrical, mechanical and plumbing plans examiner. Multiple certifications in both inspection and plans examiner are preferred.

Certification from the Association of State Floodplain Managers (ASFPM) as a Certified Floodplain Manager.

Must possess or obtain a valid Florida driver's license.

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 Assistant Director of Planning & Development. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to make public presentations. Clearly understands any

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occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize and /or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships. Is able to perform employee evaluations and to make recommendations based on results. 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 division 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. 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 employees. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand tools, testing devices, drafting tools, etc. Is knowledgeable in the design, methods and materials of building construction and electrical, plumbing, mechanical systems. Has knowledge of the practices of contract administration. 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 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 calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis

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functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

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 take the 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.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 30 pounds). Some tasks require sufficient hand/eye coordination to perform semi-skilled 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 involve occasional exposure to adverse weather conditions, temperature extremes, wetness/humidity, smoke/dusts/pollen, electric currents, noise extremes, vibrations, machinery hazards.

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 Planning & Development



Date