

**City of Dunedin, Florida**  
Class Description

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

**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.

**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.***

Oversees all functions related to long-range planning, codes review and enforcement, and zoning administration. Define and assign project tasks for department personnel, and monitors the progress of all activities to ensure that resources are efficiently and effectively used, that projects stay on schedule, and the goal is for customers to experience as expeditious and courteous a process as possible.

**Director of Planning & Development, Planning & Development Department**

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.

Ensures the timely preparation of complete and accurate staff work for presentation to citizen committees, the City Commission, and the Pinellas Planning Council; performs research and analysis for presentations on special projects and community/planning issues; prepares comprehensive reports and make public presentations as needed and/or directed.

Periodically review and make recommendations for improvements to the City's Land Development Code, Comprehensive Plan, and other policies, plans and regulations.

Responsible for the timely processing of plans, staff reports, agendas and other packet material submitted regularly to the various assigned commissions/committees/boards as necessary.

Identify strategies that will solve problems; expedite answers to questions posed by citizens, developers and boards, facilitate the development process to the greatest extent possible within the confines of City regulations.

Develop strategies to insure the implementation and support of the City's Comprehensive Plan, the CRA Master Plan, and the various Corridor Studies adopted by City Commission.

Perform administrative duties such as budget preparation and monitoring, contracting for services, purchasing/bidding, and personnel functions to include interviewing, hiring, supervising, mentoring, evaluating, disciplining, payroll, staff meetings, etc.

Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

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.

### **Director of Planning & Development, Planning & Development Department**

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

Develops and implements department policies and procedures.

Develops and administers the department's annual budget; monitors and approves major expenditures; and monitors performance against the annual department budget and the City's Capital Improvement Plan budget.

Conducts research and consults with various government officials regarding economic, social and physical factors affecting growth in the City. Studies the impact of various private and public planning projects on the City.

Coordinates the department's interaction and assistance with other City departments, governmental and private agencies, the City Commission, Board members, and the public.

Receives and reviews development applications; writes development case reviews. Develops and recommends ordinances governing City planning and development.

Interprets development codes and responds to inquiries regarding development from the general public. Ensures the fair and impartial enforcement of all development codes and related state statutes.

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.

Represents the City at public hearings locally and regionally. Advises the City Manager on a variety of related topics.

Proactively assists neighborhoods and citizen groups with planning and development-related problems. Responds to inquiries regarding development, land use, zoning, building permits and code enforcement.

Plans, organizes, controls, integrates and evaluates the work of the Planning & Development Department; plans, organizes, directs and evaluates the performance of the Building Official and Business Manager, and their assigned staff; establishes performance requirements and personal development targets.

## **Director of Planning & Development, Planning & Development Department**

Prepares comprehensive reports and makes public presentations as needed and/or directed.

Keeps abreast of changes in relevant fields, such as land use, zoning law, historic preservation, redevelopment, main street programs, funding sources, G.I.S., federal/state/county legislation and regulations, and environmental issues.

Analyzes the existing development process and makes recommendations on how it can be simplified, streamlined and made more accessible and understandable.

### **ADDITIONAL JOB FUNCTIONS**

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 Master's degree in urban planning or related field supplemented by a minimum of seven years of progressively responsible experience in planning, codes enforcement and zoning administration, five of which have been in a supervisory capacity. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered. 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.

### **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 Planning & Development. Is knowledgeable in the laws,

## **Director of Planning & Development, Planning & Development Department**

ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has a comprehensive understanding of land use concepts, population densities, and annexation problems. Has knowledge and skills required in determining needs of the City and ensuring that those needs are met. 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. Is able to make sound, educated decisions. 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. Knows how to make public presentations. 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 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. Requires the ability to do so within the context of existing organizational theories and management principles. 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 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 maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Has the ability to negotiate among different constituency groups

## Director of Planning & Development, Planning & Development Department

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 semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Director of Planning & Development, Planning & Development Department**

**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.*

  
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City Manager

  
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Date