

City of Dunedin, Florida
Class Description

JOB TITLE: Director Economic & Housing Development
Economic & Housing Development Department

GENERAL STATEMENT OF JOB

Under general direction, plans, directs and supervises Dunedin's citywide revitalization program, including the development of economic strategies and programs to expand the City's economy and tax base and long range planning functions. 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 community revitalization and economic development. Determines the major work elements or project tasks for support personnel, and monitors the progress of all activities to ensure that resources are efficiently used and that projects stay on schedule.

Supervises department professional, technical and clerical personnel. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; and recommending disciplinary action, employee transfers, promotions and discharge.

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

Evaluates existing department policies and makes recommendations as appropriate.

Develops and administers the department's annual budget including Community

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Redevelopment Agency (CRA); monitors and approves expenditures. Seeks, secures and administers grant funds for project funding. Views options to utilize partnerships when feasible.

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.

Stays current on market information as it pertains to the City and downtown district.

Develops, presents for approval, and implements strategies for expanding the City's economy and tax base, including attracting prospective developers and investors.

Develops and presents for approval various CRA and downtown initiatives.

Designs, presents for approval, and implements strategies for traffic, parking and streetscape improvement, and other projects to enhance the marketability of downtown Dunedin.

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

Develops and maintains public/private partnerships for project development and implementation; maintains effective working relationships with existing downtown merchants and Chamber of Commerce.

Plans and administers an effective public relations program to promote downtown revitalization plans, activities and programs as well as other special city projects.

Provides support and guidance to the CRA Advisory Committee.

Advises the City Manager on a variety of related topics which can encompass economic development, redevelopment, housing, planning and other city initiatives.

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ADDITIONAL JOB FUNCTIONS

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

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in public administration, urban planning or related field with seven years of experience in economic development, redevelopment, urban planning or related field.

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.

Licensure as a real estate broker and American Institute of Certified Planners (A.I.C.P.) planner is desired.

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 Economic & Housing Development. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has comprehensive knowledge of the principles, theories, practices and methodologies of urban planning and economic development. 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. Has excellent knowledge of planning and development and land use terminology. Is able to work under moderately stressful conditions related to balancing

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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 read and interpret complex materials pertaining to the responsibilities of the job. 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 coordinate, manage, strategize and/or correlate data and/or information. Includes exercising judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organization components.

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 group of employees. Is able to perform employee evaluations and to make recommendations based on results. 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 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, drafting instruments, artist supplies, etc. 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, consulting and/or design data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Requires the ability to perform moderately complex

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algebraic and geometric operations; ability to use principles of basic probability and statistical inference. Has the mathematical ability to handle required calculations. 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.

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. 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.

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. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

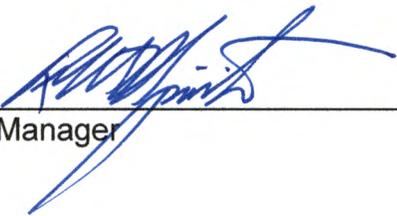
Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, drafting,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

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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.



City Manager

1/18/16

Date