

**MAJOR FUNCTION**

This is managerial, administrative, supervisory and technical work in which class incumbents implement and enforce the policies in the Comprehensive Plan concerning land use, concurrency and environmental services and coordinate and supervise the permitting process established to implement the land development regulations adopted by the City Commission. Class incumbents serve as subject matter experts, providing advice and direction to management, staff and the general public and manage the staff and resources dedicated to specific elements of the City's land use and development programs and services. Work is performed under the general direction of the Director-Growth Management, using considerable independent judgment, discretion, and initiative in carrying out daily operations. Work is reviewed through conferences, analysis of reports and recommendations, through observation and evaluation of results obtained and by analysis of customer feedback.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Serves as a general resource to the public, developers, consultants and City management and staff to ensure that all land use, development and permitting processes/regulations are in compliance with the long-range objectives of the Comprehensive Plan and Land Development and Environmental Codes, as set forth by the City Commission and the community and provides interpretations, consultation, mediation, and facilitation, as necessary. Plans, organizes, supervises and coordinates the personnel and financial resources dedicated to activities ranging from environmental assessments, stormwater design, parking standards, site landscaping, tree removal protection, site inspections, lake monitoring, variances, site and subdivision reviews, land use compliance certification, public takings, concurrency reviews, permitting, records management and information management and reporting systems, as designated by the director. Certifies prior to the issuance of development orders that the public facilities impacted will continue to operate at an acceptable level of service. Coordinates the issuance of building permits in new subdivisions with the availability of utilities and other infrastructure. Coordinates review of Notification of Proposed Changes to Developments. Identifies problems and suggests improvements to land use and permitting processes and land development regulations. Analyzes and approves all future land development and provides impact statement to departments concerning improvements to public facilities. Supervises and/or conducts independent research on the impact/cost of new developments. Attends after-hour meetings with various boards, the City/County Commissions and other governmental agencies to represent or present the City's position on topics related to work assignments. Coordinates citizen committees. Prepares agenda items and makes presentations to appointed and elected boards or commissions. Assists with preparation and administration of capital and operating budgets. Develops and administers policies and procedures necessary for the operation of the work unit. Recommends the hiring, transfer, advancement, grievance resolution and discharge of employees. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to City programs, policies, and procedures as appropriate. Serves in the absence of the department director, as needed. Prepares agenda items for the City Commission on items affecting the work unit. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the Comprehensive Plan, Florida's growth management legislation, local land development regulations, permitting processes, policies, and procedures. Thorough knowledge of the

ordinances affecting land use, planning, zoning, building and code enforcement processes. Knowledge of engineering, landscape architecture, architecture, surveying, urban planning, and land use law principles. Thorough knowledge of the State Growth Management Law. Considerable knowledge of public accounting/budgeting practices. Considerable knowledge of utility and transportation operations. Considerable knowledge of the principles of supervision, training and performance evaluation. Some knowledge of local land development and building construction trends and practices. Ability to express oneself clearly and concisely, both orally and in writing. Ability to analyze: problems and exercise sound professional judgments to arrive at logical and valid conclusions. Ability to demonstrate tact, discretion, and persuasion in the handling of difficult situations. Ability to interpret technically complex land development regulations and explain them in a clear and concise manner. Ability to manage projects and set appropriate priorities. Ability to establish and maintain effective working relationships. Ability to assign and review the work of subordinates and provide proper instructions in a manner conducive to improved performance and high morale. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

#### Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, civil engineering, urban planning, building construction management, environmental regulations, or a related field and six years of professional experience that includes urban and regional planning, land development administration, traffic engineering, transportation planning, land development administration, civil engineering, general construction or financial management; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory or administrative capacity.

#### Necessary Special Requirements

Must possess a valid Class E State driver's license.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 05-10-08  
05-14-09