

MAJOR FUNCTION

This is responsible managerial work assisting in directing the operations of the Growth Management Department under the administrative direction of the Director of Growth Management. Work requires considerable independent judgement, discretion, and initiative in carrying out daily operations with efficiency and effectiveness. Performance is evaluated through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

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

Manages a considerable variety and volume of professional work within the department. Assists the director, as needed, with activities related to developer and citizen issues that may arise, including meetings with developers and staff on specific concurrency, code enforcement, building construction or land development issues. Assists the director in managing the activities of the department by developing goals, objectives, policies, and procedures for the department. Directly supervises the Manager-Land Use & Development Services and various land use staff. Assists in the selection, training, and supervision of departmental personnel. Assumes responsibility for the department in the absence of the director. Develops quality and productivity improvement processes to improve services and effectiveness. Coordinates and reviews work activities and programs of the department. Makes procedural and operational recommendations to the director. Attends various internal and external meetings, prepares technical or administrative reports as required. Recommends the hire, transfer, layoff, recall, promotion, discipline, or termination of employees. Performs related work as required.

Other Important Duties

Attends and participates in conference and meetings with City officials, City Commissioners, other government agencies, businesses, citizens, and community groups as assigned. Investigates and adjusts personnel problems that may arise. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the growth management statutes, rules, budget process, land development process and local development regulations. Considerable knowledge of the laws and ordinances affecting the planning, zoning, building and code enforcement processes. Ability to negotiate and mediate with staff and developers/contractors in areas involving conflict resolution and to administer policy and regulations fairly. Ability to plan, direct, supervise, coordinate, organize, and inspect programs and activities. Ability to plan, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address public or private groups on subjects relative to Citywide and Growth Management programs, services, or projects. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to prepare, develop, and present improvement plans and programs in clear and concise technical, professional, and administrative reports both orally and in writing. Must possess exceptional negotiation skills. Demonstrate interpersonal facilitation and communication skills. Skills in the use of microcomputers, programs, and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, urban planning, civil engineering, or a related field and five years of professional experience in land development administration, environmental management, urban planning, public works administration, or general public administration; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of employment.

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: 06-08-22