



## Job Description

### Growth Management Director

Pay Grade: G14

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum of five (5) years progressively responsible experience in professional planning, growth management, land development codes, building codes or code enforcement; three (3) years of which shall be in a supervisory/management capacity, to include fiscal management experience, preferably for a municipal or institutional organization.

**Minimum Education Requirements:** Bachelor's degree in Urban and Regional Planning, Civil Engineering, Building Science, Public Administration or closely related field.

**Department:** Engineering.

**Direct Supervisor:** Engineering Services Director.

**Supervisory Responsibility:** Direct (9); Indirect (x)

**Primary Work Location:** Work is performed both indoors in an office environment and outdoors at various work sites.

**Certification:** Valid State of Florida driver's license. Certified Flood Plain Managers Certification (within 12 months of employment), and AICP Certification.

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**Job Summary:** Responsible for planning, organizing and managing all functions and operations of the Building Division, Code Enforcement Division, Planning Division, Community Redevelopment Agency and the Community Development Block Grant.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversee, develop, and maintain long-range growth management, land use, economic development, utility, housing, and transportation plans and codes to meet the City's needs or intergovernmental agreements or requirements.
- Work in a team setting to assist with project development and implementation.
- Prepare all required updates to the Comprehensive Plan and prepare Evaluation and Appraisal Report as required by state law.
- Serve as primary staff support for the Local Planning Agency and Board of Adjustment.
- Provide staff support to other boards and committees as needed.
- Coordinate the review of private development applications for consistency with applicable City codes and regulations.
- Chair the Development Review Committee and coordinate all development review by assisting applicants through the process while coordinating all internal review.
- Supervise and provide leadership direction to planning, building, code enforcement, and other staff.
- Oversee the development and implementation of the annual budget for the Building Division, Code Enforcement Division, Planning Division, CDBG program, and the Community Redevelopment Agency.
- Develop and implement programs and assist private parties in helping to implement City or State economic development goals.



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- Prepare studies, reports, and other materials on Long Range Planning and economic development related issues for City Council, the Local Planning Agency, Community Redevelopment Agency, other various boards/committees, as well as citizen groups.
- Meet with and explain to members of organizations and the general public, specific planning, zoning and development activities, projects, regulations and standards.
- Perform a variety of research work relating to community planning, including the collection and analysis of various data.
- Attend public meetings of various boards, commissions, and committees, presenting reports on assigned projects and activities.
- Interpret, apply, and enforce the provisions of environmental regulations and other applicable federal, state, and local codes, laws, rules and regulations, specifications, standards, policies and procedures.
- Perform inspections related to development standards of the City Land Development Code.
- Coordinate with other government agencies on regional and local planning issues and legislation and serves on regional committees, sub-committees, and taskforces representing the City.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Oversee the floodplain management for the City, including the tracking of building within the special flood hazard area.
- Oversee the City's participation in the Community Rating System (CRS) program.
- Perform other job duties as assigned.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Philosophies, principals, practices, and techniques of planning.
- One or more planning disciplines, such as urban design, affordable housing, economic development, transportation, or land use.
- Construction processes and building codes.
- Floodplain management.
- Community Rating System.
- Principles, methodology, practices of research and data collection.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- City's functions, policies, and procedures.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.



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- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### **Abilities**

- Enter data or information into a terminal, PC, or other keyboard device.
- Coordinate and manage a wide variety of technical and regulatory activities with various City departments.
- Utilize good observation and deductive reasoning techniques to evaluate and determine possible code violations.
- Work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Enforce ordinances with firmness, tact, and impartiality and to deal courteously with the general public.
- Read and interpret technical sketches and blueprints.
- Analyze regulations and define impact on City facilities/natural resources.
- Manage projects effectively and meet firm deadlines.
- Provide effective supervision and staff management.
- Work effectively in a team setting.
- Develop, prepare, and present studies and reports to governmental bodies, regulatory agencies, civic organizations, and other groups as necessary.
- May work in various weather conditions with exposure to adverse environmental conditions such as heat, cold, dust, dirt, pollen, odors, wetness, humidity and rain, and heights (up to 20 feet).

#### **Physical Demands**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The following physical abilities are required:

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.



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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

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Human Resources

\_\_\_\_\_  
Date