



Class Code: M
Grade: D
FLSA: E
WC Code: 8810
EEO Code: 1
EEO Job Category: O and A

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: DIRECTOR OF DEVELOPMENT SERVICES

GENERAL STATEMENT OF JOB

The purpose of this position is to direct the operations and activities of the Development Department, which includes the Building Division, Planning and Zoning Division, and Code Enforcement Division under the direction of the City Manager.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Oversees the operations of the Development Services Department.

Supervises, directs, and evaluates assigned staff, addressing employee concerns and problems, directing work, counseling, managing employee performance; conducts/coordinates training.

Coordinates daily work activities; organizes and prioritizes department workload and assignments; monitors status of work in progress; reviews completed work; troubleshoots problem situations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Consults with City Manager, City officials, staff and other stakeholders to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations/technical expertise;

Coordinates City planning and development activities with other local, county, regional, and state agencies; coordinates work activities with other departments, contractors, consultants, outside agencies, or others as needed; monitors work performed by consulting firms.

Develops, recommends, and administers departmental budget; monitors and authorizes expenditures; oversees payroll administration; applies for public grants.

Develops and implements short-term and long-term plans, goals, and objectives for the department.

Develops, updates, and implements departmental policies and procedures; drafts ordinances for review and approval by the City Attorney, City Manager, and City Commission.

Oversees the delivery of development-related services; facilitates new development and redevelopment activity and projects; works closely with the Community Redevelopment Agency, other department heads, the public, design professionals, stakeholders and other outside agencies to resolve development issues.

Directs and implements improvements in quality of technical and customer service to stimulate economic development activity; analyzes services and productivity to improve delivery of services; initiates and implements new procedures and provides resources to rebuild technical capabilities.

Oversees planning for future urban growth, administration and updating of the City's comprehensive plan, coordination of master plan projects; establishes plan review guidelines; prepares and executes City redevelopment plans; designs and plans redevelopment areas; promotes redevelopment projects; coordinates architectural design for building projects.

Participates in preparation, tracking and update of the City's annual Strategic Plan; delegates/completes assigned tasks associated with the Plan.

Works closely with public officials, board members, City management, stakeholders, community groups and residents accommodating/reconciling divergent views for real estate development affecting critical City neighborhoods and development sites.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; executes City zoning ordinances; enforces building codes.

Provides technical assistance and information to public officials, media, City Manager, other departments, citizens, outside agencies, and design professionals; responds to complaints and questions; researches problems and initiates problem resolution; discusses problem areas with property owners, property managers, and contractors.

Compiles or monitors various administrative/statistical data pertaining to departmental operations; performs research; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports.

Prepares, reviews, approves, or completes various forms, reports, correspondence, technical opinions, architectural plans, master plans, engineering plans, computations, budgets, personnel appraisals, technical codes, or other documents. Complies with Florida Public Records retention requirements.

Communicates with City Manager, City Commissioners, employees, other departments, government agencies, engineers, architects, developers, contractors, property owners, the public, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings; serves on committees as needed; delivers oral presentations in public and official forums concerning planning projects, how issues are addressed, and projected impact(s); prepares agendas and presents plans to Planning & Development Board and City Commission.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Provides administrative and technical training to staff through seminars, workshops and regular meetings.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Master's degree in Engineering, Architecture, Construction Management, Business Management, Public Administration, or Urban Planning; **AND**
- Ten (10) years progressively responsible management experience in engineering, architecture, construction management, urban planning, community development or a related field; **AND**
- Previous management level experience for a municipality or county in development administration.; **AND**
- State of Florida Professional Engineer (PE) or Architect (AR) license or American Institute of Certified Planners (AICP) certifications.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle intermittently throughout the work day or work week.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate office tools, equipment, and machinery; and to handle, sort, and organize documentation.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

Form/Spatial Aptitude: The ability to inspect items for proper length, width, and shape; and to visually read various information.

Color Discrimination: The ability to differentiate between colors or shades of color.

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and in writing to deliver and explain information in a variety of technical and/or professional languages, and to prepare written correspondence, documents, reports, and analyses using proper format, spelling, grammar, and punctuation.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, and/or fumes).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill will provide reasonable

accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.