



## PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR

**Exempt:** Yes  
**Salary Range:** \$50,688 - \$71,806  
**Shift:** Full Time - Day  
**Reports To:** Assistant City Manager

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### **JOB SUMMARY:**

Performs highly responsible administrative and professional work directing current and future community planning, building permitting and inspection, Business Licensing. Work is performed under the general direction of the Assistant City Manager.

**DUTIES AND RESPONSIBILITIES:** (Other duties may be assigned as needed and appropriate.)

Research, analyze, prepare and present reports to City Council, boards and committees related to land development application for current planning and special activity for strategic/advanced planning.

Provide technical review of planning or land use activities in areas of zoning, site plan review, landscaping, architecture, historic preservation, neighborhood planning, elements of the Comprehensive Plan or similar areas of expertise.

Provide support to Code Enforcement, Planning Commission, Community Redevelopment Agency and Waterfronts Board regarding all planning and zoning issues and projects.

Conduct plan review (both commercial and residential) to insure conformance to the Comprehensive Plan, Land Development Code and related zoning and land use maps.

Direct building plan review, permitting and inspection activities associated with the administration of the adopted Building and Housing Codes.

Direct building permitting/inspection operations and Business License to insure compliance with Florida Statutes building code and all State and Federal applicable laws and regulations.

Enforce building code as mandated under Florida Statutes and regulations and laws of the State and Federal Government relative to coast lines, seawalls, flood plains and natural resources.

Prepare the department budget.

**SUPERVISORY RESPONSIBILITIES:** Supervise the Building Official and the Development Services Specialist.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor's degree in Planning or a closely related field with three (3) years' experience in planning and a progressively responsible supervisory position preferably in a public agency.

**CERTIFICATES, LICENSES, REGISTRATION:**

A.I.C.P. Certification preferred.

Valid Florida Driver's License

**LANGUAGE SKILLS:**

Ability to read, comprehend, interpret and administer, including but not limited to regulatory codes, policies, site plans, construction details and specifications and landscape plans. Ability to read, analyze, and interpret common and technical journals, general business periodicals, professional journals, technical procedures, legal documents and governmental regulations. Ability to write reports, business correspondence, speeches and procedure manuals. Ability to effectively present information and respond to questions from City Manager, City Council, other department heads, employees, general public and/or boards, commissions.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts of basic geometry and algebra.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of variables in situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:**

Knowledge of planning theories, growth management laws, site planning, zoning, comprehensive planning principles, landscaping principles, aesthetics and/or of

specialization, as appropriate. Knowledge of building construction methods and materials. Ability to review construction plans and blueprints for compliance with applicable codes. Familiarity with grant writing administration.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee frequently is required to sit and use hands. The employee is occasionally required to stand, walk, and reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works inside and may occasionally be exposed to conditions outside. The noise level in the work environment is usually moderate.