WILTON MANORS JOB DESCRIPTION

POSITION TITLE: Director of Community Development Services

JOB CODE: 3001

FLSA STATUS: Exempt

GENERAL DESCRIPTION OF DUTIES

Under executive direction, the purpose of the position is to direct all activities related to development progress and environmental preservation through enforcement and administration of the City's codes and land use regulations. Employees in this classification serve in an entry level executive capacity to perform highly professional administrative planning work involving the direction of the Community Services Division and encompassing all activities related to Building, Zoning, Planning, Code Enforcement, Development Codes, Comprehensive Plan and Grants Administration. The employee has responsibility for the planning, implementation and direction of departmental goals and objectives, formulating departmental policies and coordinating all administrative aspects of the department. Objective is to preserve and enhance the City's natural and structural aesthetic land use and development through departmental application of the Wilton Manor Code and all applicable zoning and code regulations.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes and implements departmental goals and coordinates and integrates all
 activities toward achievement of established goals and objectives of the City planning and
 development process; reviews, evaluates and revises on-going programs and processes to
 ensure departmental effectiveness, accuracy and efficiency.
- Directs and evaluates departmental management/executive level support responsible for performing professional planning work and extensive research studies relative to the preparation and updating of subdivision regulations, land use ordinances, capital improvement programs, land use studies, economic base studies, traffic and transportation systems, utility systems, community facilities, population studies, housing, park and recreation studies.
- Directs and evaluates research promoting continuing planning and development for presentations of recommendations to the City Manager and Planning Commission; Analyses, revises and implements regulations and ordinances for subdivisions, zoning development, code enforcement, traffic and transportation, utilities and community facilities.
- Directs the processes of site plan approval, annexation review, change of land use and development requests; directs the application processes for Federal, State and local grant funding.
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.

Director of Community Services 3001

- Prepares annual budget, representing all expenses for the Community Services Department; directs the operation of the departmental budget and reviews and approves expenditures.
- Performs public relations between the City and various contractors, developers, planning agencies, and general public; represents City interests by serving as department spokesperson in intergovernmental activities.
- Performs related duties as needed.

MINIMUM QUALIFICATIONS

EDUCATION / CERTIFICATIONS / EXPERIENCE

Bachelor's Degree in Planning or related field; supplemented by five (5) to seven (7) years progressively responsible administrative level experience in planning/development; to include three (3) to four (4) years experience in comprehensive planning, growth management regulations and grants administration; extensive knowledge of the principles, practices and methods of public planning; extensive knowledge of the State of Florida Comprehensive Planning Act, city charters, city ordinances, state statutes and pertinent rules and regulations; knowledge of budgetary development, administration and control; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.