



COMMUNITY & ECONOMIC DEVELOPMENT DIVISION DIRECTOR

FLSA: Exempt

Grade: 41 \$100,907.69 - \$161,452.28

GENERAL DEFINITION

This is a position in the non-classified service that serves under contract with the City Manager. Work is performed independently under general supervision of the City Manager. The individual in this position makes significant decisions in accordance with City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact to the City Manager.

The employee in this classification is responsible for coordinating the City's engineering, development and planning functions with other divisions, departments and outside consultants. The work requires the application of a high degree of administrative ability and technical expertise. Work is reviewed for consistency with City policy and for results obtained by use of conferences, observation and study of reports. This employee is also responsible for ensuring that the department strives to maintain the highest standards of service and assistance to the public through programs that encourages all employees to keep positive public relations as a primary goal.

This employee will be responsible for ensuring City infrastructure projects are constructed in compliance with applicable plans, bid documents, accepted engineering practice and municipal, state and federal laws and provides advice and assistance directly to the City Manager in all aspects of the City's engineering and community development functions.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

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- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Prepares and administers the department's annual operations budget; ensures adherence to and compliance with established budgetary parameters.
- Conforms with and abides by all departmental and City regulations, procedures, policies and instructions.
- Reviews development plans for compliance with codes, regulations and design standards.
- Reviews adequacy of applications for permits and compliance with approved plans.
- Coordinates the preparation and development of engineering plans and specifications.
- Reviews construction bids and makes recommendations for bid awards.
- Coordinates the preparation and development of sanitary sewer, water, storm water drainage and similar project databases and base maps.
- Coordinates the City's Geographic Information System acquisition, installation and development effort.
- Maintains and updates City subdivision, engineering and public works standards.
- Reviews utility, street use and franchise right-of-way construction permits.
- Assists in the evaluation of transportation and traffic impacts of proposed developments, permits, rezoning, plats, etc.
- Performs engineering inspection duties on Capital Improvement/Public Works infrastructure projects; coordinates findings with consulting engineers and in the design of municipal projects and specifications.
- Works with other department managers in ensuring contractor compliance with time and budgetary parameters of public projects.
- Coordinates engineering tasks with consulting engineers, project engineers and regulatory agencies.
- Directs the activities of the Department and prepares periodic reports and records.
- Responsible for the preparation of flood zone maps, roadway and waterway jurisdiction maps and other related maps, drawings or charts as may be required from time-to-time.
- Responsible for review of site plans, plats and other engineering plans and maintenance of records.

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- Responsible for directing the administration of City capital improvement projects within public right-of-way and any other capital improvement projects.
- Administers the City's planning, zoning, building, and code enforcement functions in compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to the work.
- Conducts planning research and other special projects as requested by the City Manager's Office regarding community development needs and City growth and development initiatives.
- Monitors federal and state grant-in-aid programs and recommends applications to the City Manager.
- Administers contract for services agreements with Broward County and private sector consultants.
- Functions as official liaison for the City in all state, regional, and county planning agencies; represents the City in meetings, conferences, and professional association forums.
- Provides for comprehensive review and evaluation of the City's zoning regulations; provides draft and recommendations for land development and zoning regulations accordingly.
- Responsible for the administration and update of the City's Land Development Code.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Participates in various development review and pre-development meetings to provide information and guidance applicable to the City's community development goals, objectives and initiatives.
- Maintains current knowledge of trends and developments in the disciplines of urban and regional planning, building construction, code enforcement and zoning administration for application to functions under charge.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of civil engineering principles, practices and methods as applicable to municipal settings.

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- Working knowledge of personal computers and experience in spreadsheets, word processors, CAD, GIS and hydraulic analysis.
- Substantial skill in construction inspection and/or estimating for complex infrastructure projects.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to conduct engineering research, make engineering computations and compile comprehensive reports.
- Considerable knowledge of the laws and requirements of road and drainage design, subdivision review, planning, zoning, physical development, economic development and permitting process principles and practices in a Florida municipality.
- Ability to direct the activities of the Department and to supervise in a manner conducive to enhanced performance and high morale.
- Ability to make inspections and to determine compliance with plans and specifications.
- Ability to review site plans, plats and other engineering plans, and maintain such records.
- Skill in the use of engineering instruments, equipment and mathematical tables required in professional engineering work.
- Comprehensive knowledge of the substantial knowledge of legislation affecting growth management and land development in Florida.
- Substantial knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Ability to review, understand and render opinions and recommendations regarding ordinances, land development legislation, codes, special requests and applications, or other information as may be determined by City Administration.
- Familiarity with construction methods, including requirements of the Florida Building Code.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

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Bachelor's degree from an accredited college or university in urban, regional planning civil, environmental or sanitary engineering, or related field, supplemented by 8 years progressively responsible experience in engineering inspection or design activities and municipal, county or regional planning. Two (2) years management experience with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of responsibilities. Registered as a Professional Engineer in the State of Florida.

PREFERRED

Master's degree may be substituted for 2 years of the required experience.

One (1) year private sector development or planning.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park 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 here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate City of Oakland Park, Revised 5/2012

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individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date