

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Director Development Services
FUNCTIONAL AREA: Development Services

WORK OBJECTIVE:

This is a highly responsible administrative position, which plans, directs and coordinates the functions of the Development Services Department. The administrator is responsible for the enforcement of federal, state, and local laws and ordinances related to building construction code, land development code and municipal code. Work involves specialized knowledge and skill in directing the Development Services Department in the unified development of coordinated public and private sector partnerships to accomplish the City's strategic planning initiatives.

Work is assigned under general guidance and allows the employee considerable latitude for independent judgment and initiative in procedures and methods, to attain objectives.

ESSENTIAL 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 objectives of City Community Development, Building Code, and Engineering Divisions; coordinates and integrates all activities toward achievement of established City goals and objectives; develops and implements departmental policies and procedures.
- Directs activities to conceptualize, develop and execute long-term strategic goals and objectives of the divisions.
- Supervises and evaluates division personnel; provides direction and training opportunities to develop division personnel.
- Develops, implements and controls departmental budget; ensures all functions and programs under charge are performed with established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Administers meetings to relay departmental objectives and ensure work is directed toward attaining goals and objectives.
- Oversees development and compliance of grant funding, approving major policies and funded projects.
- Formulates long-range and short-range goals, with consideration of City goals and objectives.
- Confers with the public regarding inquiries and complaints.
- Performs related tasks as assigned.
- Manages the City's Capital Construction Projects to ensure projects are completed on time and within budget.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Planning, Architecture, Public Administration, or related field; supplemented by five (5) to seven (7) years progressively responsible supervisory/management experience in public

Director Development Services

administration, to include general development service experience; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Extensive knowledge of the principles, methods and practices of code compliance and related regulatory processes.

Extensive knowledge of federal, state, and municipal legislation impacting municipal government enforcement regulations, management and supervisory techniques, research design methodology, grant application, and report preparation.

Knowledge of laws and ordinances affecting plans review, development and zoning processes.

Knowledge of building, nuisance and zoning codes.

Ability to present technical information clearly, concisely, and in an interesting manner both orally and in writing to lay groups, the general public, City management, and the City Commission.

Ability to establish and maintain effective working relationships with employees, City and government officials, community leaders and the general public as necessitated by the work.

Ability to identify strengths and weaknesses in subordinates and provide coaching in the development of their skills while establishing a positive atmosphere, which provides challenge and encouragement.

Skill in empowering others with the authority necessary to accomplish their objectives.

Knowledge of economics, public finance, capital programming and other fields applied in Development Service related functions.

Strong customer service skills, including both internal and external customers.

Ability to translate management direction into effective administration and implementation of City development requirements.

Ability to identify opportunities to use technology to achieve community and management goals.

Good interpersonal and organizational development skills.

PHYSICAL REQUIREMENTS:

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 (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.