



**DIRECTOR OF COMMUNITY DEVELOPMENT
JOB DESCRIPTION**

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| JOB TITLE: Director of Community Development | CLASSIFICATION: Official/Administrator | IMMEDIATE SUPERVISOR: Village Manager |
| PAY GRADE: 154 | DEPT: 2400, Community Development/ Building | STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u> |

JOB SUMMARY: Responsible for supervising and coordinating the implementation of zoning and land use guidelines, building and code enforcement for the Village, including technical and inspection services related to development and construction plan review, issuance of permits, capital improvements, grant applications, municipal code and other related codes, ordinances, policies and procedures.

SUPERVISION EXERCISED: Supervises the Administrative Assistant II or III, Plan Review Personnel, Building Department Inspectors and Code Enforcement Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, directs, and supervises the work programs in the Community Development, Building and Code Enforcement divisions in accordance with all local, state, and federal guidelines.
- Coordinates daily work activities. Conducts staff meetings, consults and assists staff with complex/problem situations. Prepares and delivers performance reviews, participates in interviews, staffing and organizational changes.
- Researches and reviews code-related issues and makes recommendations and or interpretations; initiates any actions necessary to correct deviations, updates or violations
- Performs administrative functions and has oversight of consulting contracts and agreements. Develops and updates ordinances and resolutions, develops and adopts building codes, and signs Certificates of Completion and Certificates of Occupancy.
- Supervises and coordinates development/plan reviews of proposed plats, site plans, capital improvements, grant applications, and construction projects.
- Reviews editions of the model (Standard) building, plumbing, gas and mechanical codes, ADA requirements, and the National Electrical Code for residential and commercial; prepares ordinances to adopt model codes amended to meet local conditions.
- Determines requirements for codes and ordinances for inspections; develops procedures for review and approval of plans and specifications for construction, issuance of building and other permits, environmental controls, occupational licenses, certification and licensing of contractors.

- Prepares and delivers reports, studies, presentations and correspondence concerning departmental activities, policies and issues for Village Council, boards, committees and other organizations.
- Provides technical assistance, reviews and makes recommendations to departments, related agencies and the public, including application and plan reviews; meets with contractors, architects, engineers, developers and property owners concerning interpretation and application of building and related codes during planning and construction.
- Responds to questions, complaints, and grievances; researches problems and initiates resolution of problems/complaints; provides information and technical expertise to other staff members or other departments.
- Oversees investigations of complaints against contractors, developers, homeowners, building tenants, or other individuals regarding defective construction, unsafe buildings, unlicensed or non-permitted construction, or other issues as it relates to the Village and Village involvement of the matter.
- Prepares agendas items as needed, and coordinates the meetings of the Code Enforcement Board.
- Prepares, administers, and monitors the department budget.

OTHER DUTIES:

- Responds to emergency assignments as needed.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree with major course work in Public Administration, Construction, Architecture, Engineering or a closely related field,
- Prefer Master's degree.
- Prefer six (6) years of progressively responsible experience in Building, construction trades, code enforcement or interpretation or related field of work
- Certification as a State of Florida Building Code Administrator (CBO) or ability to attain one within eighteen months of being hired.
- Minimum three (3) years supervisory experience.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices, and techniques of building, code enforcement, inspection and plan review.
- Considerable knowledge of the principles and techniques involved in the development and maintenance of the Village Code Compliance and Business tax.
- Considerable knowledge of current trends in local, regional, state and federal planning and legislation affecting city building and development.

- Considerable knowledge and skills in drafting regulations, policies and texts of ordinances and codes, including those which govern construction, housing, occupational licensing, certification and licensing of contractors.
- Ability to interpret and apply complex rules, regulations, codes and ordinances; ability to interpret plans, drawings, blueprints and specifications.
- Ability to present findings and recommendations concisely, and communicate effectively in oral and written form and is comfortable and competent in public speaking.
- Ability to handle complex assignments independently and make decisions or recommendations based on sound professional judgment.
- Ability to maintain clear and concise records and documentation. Is organized, and able to manage multiple projects simultaneously.
- Ability to establish and maintain effective working relationships with department officials, other employees, public agencies, developers, contractors and the public.
- Ability to plan, administer, and monitor the department's annual operating budget. Understanding of finances, contracts, and procurement policies.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

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 frequently required to stand, walk, sit, talk, hear, and use hands/fingers to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distant vision, color or shades of color vision, peripheral vision, depth perception, and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Code of Ordinances, Florida Building Code, computer and computer software programs such as MS Office Suite, Laserfiche, AS400 , scanner, fax, cellphone, copier, site plans, master plans, blueprints, maps, calculator, telephone, and other related equipment.

ENVIRONMENTAL CONDITIONS:

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 occasionally works in outside weather conditions, and may be exposed to wet and/or humid conditions, toxic or caustic chemicals, odors or fumes, dust, pollen, rain, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quite while in the office, and moderately noisy when in the field.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, reference, DMV, criminal, and background check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

- Created: 04-18-00
- Revised: 12-12-05
- Revised: 08-11-06
- Revised: 10-27-08
- Revised: 12-31-09
- Revised: 06-21-10
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