

Community Development Director



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Directs the Community Development Division for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development, and ~~the issuance of~~issuing local business tax receipts. -Plans and implements department goals and objectives; formulates policies and coordinates all administrative aspects of the department. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners, and visitors. Responsible for ~~the~~directing, training, developing, and evaluating ~~of~~others. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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 department goals and coordinates and integrates all activities toward ~~achieving~~achievement of established goals and objectives related to the City's planning, zoning, building permitting/inspections, economic development, and ~~the issuance of~~issuing local business tax receipts.
- Directs and evaluates departmental management responsible for the inspection, occupational licensing, and permitting processes of the City; ensures compliance with all pertinent codes, standards, and ordinances related to building, plumbing, structural, mechanical, and electrical.
- Directs and evaluates departmental management responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, land use studies, economic base studies, housing, park, and recreation studies.
- Establishes and maintains an economic development plan and provides initiatives for small businesses in Cooper City.
- Directs and evaluates research that promotes ongoing and future planning and development for presentations to the City Manager and Planning and Zoning Advisory Board; analyzes, revises, and implements regulations and ordinances for, zoning development, code enforcement.
- 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.
- Ensures that local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources are enforced.
- Reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency.

- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, and performance evaluations of employees.
- Participates in executive--level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.
- Prepares the annual department budget, ; directs the operation of the department budget, and reviews and approves expenditures.
- Serves as the primary liaison between the City and various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent. Seven (7) years of experience in a related field; or an equivalent combination of education, training, and experience. AICP preferred. Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license within 30 days by the date of hire.

Knowledge, Skills, and Abilities:

- Advanced knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning, and transportation planning.
- Advanced knowledge of the State of Florida Comprehensive Planning Act, city charter, city ordinances, state statutes, and pertinent rules and regulations.
- Knowledge of commercial and residential building construction methods and materials
- Knowledge of the building, construction, electrical, plumbing, structural, and land use codes for the State of Florida and Broward County.
- Knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce.
- Skilled ed in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department-/organization--specific software and be ableability to learn and become proficient in the use of other specialized software as may be required.
- Skilled ed in adapting to a changing work environment, competing demands, and ability to dealdealing with frequent changes, s, delays, and unexpected events.
- Skilled ed in developing and managing project budgets.
- Ability to clearly communicate and understand information in English, both orally and in writing.
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control.
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports.
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations.
- Ability to effectively present information and technical advice to the City Manager and all relevant constituents/parties/individuals, and
- Ability to read, analyze, and interpret program--related laws and regulations and establish necessary work processes and procedures.

- Ability to effectively provide liaison and coordination between the City and other agencies.
- Ability to coordinate, negotiate, and resolve conflicting points of view to obtain successful outcomes.
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals.
- Ability to lead and motivate others to achieve goals.
- A strong customer service orientation ~~in~~at work and communication with coworkers, management, elected officials, and citizens.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert light physical effort in sedentary to light work, ~~but~~ which may involve ~~some~~ lifting, carrying, pushing, and pulling ~~of~~ objects and materials of light weight (5-10 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.

WORKING CONDITIONS

General office setting: frequent interruptions and many deadlines to meet.