

# Assistant 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

Assisting in directing the Community Development Department for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development, and the issuance of 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. Serves as acting Director during ~~the~~ absence of the Director.

## 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 division goals and coordinates all activities toward ~~achieving~~ ~~achievement of~~ established goals and objectives of the City planning and development process; reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency.
- Directs and evaluates staff 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.
- Assists with research for ongoing and future planning and development for presentations to the City Manager, Planning and Zoning Board, and City Commission; analyzes, revises, and implements regulations and ordinances for subdivisions, zoning development, code enforcement,
- Manages the processes of site plan approval, annexation review, change of land use, and development requests; participates in the application processes for federal, state, and local grant funding.
- Participates in ~~executive-executive~~-level meetings for the dissemination of information and presentation of annual and special projects goals and objectives.
- Assists in the preparation of the annual department and division budget; administers and monitors the operation of the division budget; reviews and approves expenditures up to an established dollar amount.
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the public; represents the City in intergovernmental activities related to the department's interests.
- Serves as the liaison between the City and the School Board of Broward County.

- Performs other duties as directed.

## QUALIFICATIONS

### Education and Experience:

Bachelor's degree in planning or a directly related field; in combination with ~~by~~ seven (7) years of progressively responsible experience in a planning or development office, including three (3) years of comprehensive planning, growth management regulations, and grants administration; or an equivalent combination of education, certification, training, and experience. 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 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:

- Working knowledge of the principles, practices, and techniques in the field of municipal land use planning, comprehensive planning, and ~~for~~ urban planning.
- Knowledge of the State of Florida Comprehensive Planning Act, ~~City~~ ~~Charters~~, ~~City~~ ~~Ordinances~~, ~~State~~ ~~Statutes~~, and pertinent rules and regulations.
- Working knowledge of GIS applications.
- Knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce.
- Skilled in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department-/organization-specific software and ~~able~~ability to learn and become proficient in the use of other specialized software as may be required.
- Skilled in adapting to a changing work environment, competing demands, and ~~ability to deal~~dealing with frequent changes, delays, or unexpected events.
- Skilled 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 top management and all relevant constituents/parties/individuals.
- 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 identify potential issues, modify processes, and resolve conflict as ~~the need arises~~needed.
- Ability to lead and motivate others to achieve goals.

- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds.

### **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.