

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 285

DEVELOPMENT SERVICES DIRECTOR

GENERAL

This is highly responsible administrative work directing the planning, zoning and building permitting and inspection operations. Work is performed under the general direction of the City Manager.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, evaluates and directs departmental policies, programs and operations through division supervisors. Directs the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Provide assistance and information to the public regarding requirements for development.
- Plans and directs the activities involved in long range, comprehensive City planning and the review of proposed development.
- Plans and directs the activities involved in administering existing City codes through building permits and inspections, code enforcement and business tax receipts and related inspections.
- Evaluates division activities through a review of work plans, conferences and inspections.
- Prepares and submits reports. Submits land use planning data for the review, certification and inclusion in the Broward County Land Use Plan.
- Confers with individuals, citizen groups, business organizations, consultants, governmental agencies and other City departments and exchanges planning information on problems, changes or projections.
- Serves as advisor to and representative of the City on growth management and development activities.
- Attends state, county, regional and local planning agency meetings as required
- Supervises the preparation of the departmental budget.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices and techniques of urban planning.
- Knowledge of building inspection regulations, zoning codes and licensing activities
- Thorough knowledge of Florida and Broward County comprehensive land use planning and development regulations.
- Ability to plan, direct and coordinate a wide range of planning, inspection, enforcement and licensing activities.
- Ability to supervise a large number of employees through divisional supervisors.
- Ability to create a positive image to the public relative to growth management and development programs.

- Ability to read and interpret city ordinances and related legal documents.
- Ability to supervise maintenance of complex administrative records.
- Ability to prepare and present complex reports.
- Ability to present ideas and findings clearly and concisely in oral and written form.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Basic knowledge of Microsoft Word, and Excel.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning, Public Administration or a closely related field. Master's Degree is desirable. Extensive management experience in professional planning. Strong analytical, writing and verbal skills are required. Experience and knowledge of applicable computer applications is necessary. Demonstrated experience with complex project development review tracking and ability to supervise others.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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FLSA: EXEMPT

GERS: Senior Management Class

CLASSIFICATION PLAN: 50/36