

# CITY OF FRUITLAND PARK

## JOB DESCRIPTION

**JOB TITLE:** Community Development Director

**DEPARTMENT:** Community Development Department

**REPORTS TO:** City Manager

### **General Description:**

Highly responsible professional in senior management position. Must be able to perform work independently. Works closely with developers, officials and the general public.

### **Essential Job Functions:**

Administers and carries out the directives of the city manager within the policies of the city commission.

- Manages, hires, trains and mentors department staff.
- Develops and implements departmental programs and processes.
- Prepares and administers the department's budget.
- Provides presentations, professional advice and assistance to various authorities, boards and commissions and participates in public meetings.
- Attends and facilitates various city boards and citizen meetings.
- Responds to inquiries from and provides information to officials and management.
- Manages selected municipal and special projects.
- Performs other job-related duties as assigned by the city manager.
- Analyzes planning data and projects for development growth.
- Researches and writes recommendations for revisions to land development regulations, amendments to the comprehensive plan, and related legislation.
- Performs financial analysis for rate/fee determination.

*(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as directed.)*

### **Knowledge, Skills and Abilities:**

- Ability to manage, train and mentor staff and implement processes and programs.
- Exceptional communication skills including the ability to articulate complex concepts and ideas to the general public and officials orally and in writing.
- Knowledge and experience with comprehensive planning, land development regulations, current long-range plans, geographical information systems and environmental management.
- Possess effective presentation and report-writing skills.

- Ability to meet deadlines and manage staff to perform same.
- Have the ability to interpret and administer codes, regulations, and prepare the drafting of ordinances and other legal documents.
- Acquire the skill in GIS and other computer applications.
- Be capable of working in multi-disciplinary teams.
- Have the skill to establish and maintain effective working relationships with staff, outside agencies and the general public.

### **EDUCATION AND EXPERIENCE REQUIRED:**

Graduation from an accredited four-year college or university with a bachelor's degree in planning, engineering, architecture, urban design, GIS or closely related field.

- A minimum of six years' experience in planning, engineering, architecture, urban design or related field.
- A minimum of six years of specific planning work experience in the municipal sector preferred.
- Three years' experience in use of GIS; or
- Five years' experience in a supervisory or management position.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.
- Certification by the American Institute of Certified Planners preferred.
- Certified Floodplain Manager within one year of employment.

### **ESSENTIAL PHYSICAL SKILLS:**

- Light to moderate (15 to 40 lbs.) lifting and carrying.
- Ability to communicate in the English language using speech, hearing and vision skills.
- Ability to sit at a desk and view a computer display screen for an extended period of time.
- Ability to walk, bend, stoop, sit, stand and reach.

### **ENVIRONMENTAL CONDITIONS:**

- Works in an office environment with air conditioning.
- Occasional field inspections and site visits required periodically.

*Reasonable accommodations will be made for otherwise qualified individuals with a disability.*