

## **GROWTH MANAGEMENT DIRECTOR**

### **MAJOR FUNCTION**

This is a professional and administrative position directing the activities of Code Enforcement, Zoning, and Building Departments and responsible for administrative work in planning, organizing, and directing the activities of the County's Planning Department.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Work performed under the direction of the Public Services Assistant County Administrator, performance reviewed through conferences, reports submitted, evaluation of departmental accomplishments, and the efficiency and effectiveness of the results obtained.

- Directs the activities of Planning Department performed by County personnel and consultants on contracts.
- Provides advice concerning policies and ordinances relating to the Building Department by providing assistance with fees collected, administering and enforcing Marion County codes, ensuring proper regulation of the construction industry with respect to enforcement of related codes regulating building.
- Directs the management and operation of the County's Code Enforcement Department. Interprets and administers land and development code; exercises authority in approval or denial of zoning applications based on technical interpretation of the land and development code.
- Directs the management and operation of the County's Zoning and development review to include the review, processing, and approval of zoning applications.
- Develops and implements department policies and procedures related to Planning and the County's Growth Management functions.
- Provides for review and consultation with other County agencies related to land use and transportation activities. Directs the formulation and development of departmental budgets for the departments under his/her supervision.
- Responsible for the preparation, review and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues under his/her supervision.
- Establishes objectives and associated goals for the various departments under his/her supervision designed to achieve the most effective and efficient operation possible.
- Establishes and maintains effective and positive relationships with the community.

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- Conducts special studies and makes recommendations when directed by the County Administrator and Board of County Commissioners.
- Reviews new legislation and related local, state and federal regulatory codes and standards for application to the County's Comprehensive Plan.
- Provides recommendations regarding land use, transportation and property management based on statutory requirements, existing ordinances and policies, code requirements, and County goals and objectives.
- Attends conferences, public hearings, professional meetings, and board meetings, which may be conducted outdoors.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Direct supervision over a number of managerial positions and indirect supervision over a relatively large number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Masters Degree in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design or a related field; with five to seven years progressively responsible experience in professional planning and public administration; or equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Drivers License.

#### **Certifications**

Certified Public Manager preferred.

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### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from legal documents, clients, customers, and the general public.
- Ability to effectively interpret and express information on various matters derived from complex formats (e.g., legal, regulatory, statutory).

#### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **Problem Solving Abilities**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or technical systems.

#### **Specialized Skills and Abilities**

- Ability to read, understand, and interpret technical written material. This includes the ability to read text, identify themes, make inferences, and draw accurate conclusions.
- Ability to direct and develop an on-going Planning program to promote efficiency with local government.
- Knowledge of federal, state, and local regulatory requirements applicable to code enforcement.

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- Knowledge of federal, state, local, and regulatory requirements applicable to construction and land use currently ongoing in the Building Department.
- Ability to communicate tactfully and effectively with subordinates, public officials, employees, and members of the public.
- Thorough knowledge of federal, state, and local regulatory requirements applicable to comprehensive planning and land use.
- Ability to prioritize and analyze data and tasks and to meet multiple deadlines. Strong organizational skills.
- Ability to interpret legal descriptions, maps, aerial photography, and site plans.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 04/2009

Pay Grade: 29

Job Description Number: 1255

Category: 1

Status: E

Revised: