

DIVISION DIRECTOR, PDS

| Job Code | Pay Grade |
|-----------------|------------------|
| 01690 | SM2a |

Nature of Work

This is highly responsible administrative, technical, and management work directing the operations of a division within the Department of Planning & Development Services, (PDS). Work involves responsibility for the leadership, organization, direction, and coordination of the day-to-day operations of the division. Duties involve responsibility for resource allocation, including budget and personnel. Duties also involve working closely with the Executive Director of PDS on critical issues and organizational policies. The difference between this class and other Division Director classifications is the scope of work, complexity, fiscal responsibility, impact on the organization, span of control, or finality of action and labor market considerations. Significant independent judgment and initiative are exercised in carrying out the daily operations of the division. Work is performed under the general supervision of the Executive Director of PDS.

Minimum Qualification Requirements

- 8 years of progressively responsible professional experience in; public administration, development review services, urban or regional planning, building or plan review services, zoning, or economic development which includes at least 1 year of supervisory management experience; or
- Associate's Degree in business administration, public administration, or in a field closely related to the area of assignment and 6 years of experience as described above; or
- Bachelor's Degree and 4 years of experience as described above; or
- Master's Degree and 2 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Provides leadership management principles and processes for a specific division within the PDS.
- Directs the programs and activities of a specific division within the PDS.
- Oversees administrative and technical staff, managers, and supervisors in the administration of the division.
- Prepares reviews, approves and submits the operating budget for the division.
- Provides and initiates recommendations, presentations, and reports on division-related functions.
- Directs, supports, and guides managers and subordinates in project development.
- Develops general policies, in consultation with the Executive Director of PDS and other Division Directors, for maximum utilization of available financial resources through appropriate allocation of manpower and equipment services.
- Provides oversight and direction in response to inquiries from the Board of County Commissioners, the media, and the public to ensure consistency with county policies and goals.
- Performs other related work as assigned or required.

DIVISION DIRECTOR, PDS (continued)

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|-----------------|------------------|
| 06190 | SM2a |

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and procedures of public and business administration, as applied in a large organization.
- Knowledge of budget and accounting principles, practices and procedures, as applied in a large organization.
- Skill in advanced leadership techniques and practices to evaluate and determine organizational goals and objectives, maximizing effectiveness of organizational work units through staff selection and assignments.
- Ability to communicate effectively, both written and orally, and to make effective presentations to a variety of groups.
- Ability to interact effectively, establishing good working relationships with staff, other county organizations, agencies, state officials, consultants, contractors, and the public.
- Ability to apply computer applications and software.
- Ability to plan, supervise and coordinate long-range technical and administrative programs.
- Ability to plan and direct the work of a large staff of professional and support employees and maintain effective working relationships with the staff, other departments and the public.
- Ability to address civic organizations or other public or private groups on subjects relative to division projects.

For official use only

| Created | EEOC Code | Overtime Code |
|----------------|----------------------|----------------------|
| 10/13 | Officials & Managers | Exempt |