

DEVELOPMENT REVIEW SERVICES PERMIT SECTION SUPERVISOR

Job Code	Pay Grade
10246	CL14

Nature of Work

This is semi-professional supervisor, staff leadership, and staff development work explaining and researching building and zoning standards and regulations to applicants, other agencies, and the general public. Work centers on planning for and directing lower level staff to schedule and perform work in close coordination with a variety of departments or divisions, such as Utilities and the Health Department or Zoning, Environmental or Engineering Divisions of Building/Development Review Services in order to expedite the issuance of permits. Work requires directing other staff, giving attention to detail, researching, and making recommendations concerning permits, building codes, county ordinances, administrative practices, and enforcement procedures.

Minimum Qualification Requirements

- 6 years experience in public contact semi-professional development, permit, and zoning approval work that includes 6 or more months in a lead or supervisory capacity; or
- Associate's degree and 4 years experience in public contact semi-professional development, permit, and zoning approval work that includes 6 or more months in a lead or supervisory capacity; or
- Bachelor's degree with course work in urban planning, business, public administration, management, engineering, planning, or a related field and 2 years experience in public contact semi-professional development, permit, and zoning approval work that includes 6 or more months in a lead or supervisory capacity; 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.)

- Directs efforts of lower level, as well as assists in training and leading lower level staff in policies and procedures applicable to zoning, zoning clearances, zoning determinations, building and construction permits.
- Performs special projects and handles most controversial cases.
- Solves complex problems connected with the zoning codes and maintains work records.
- Reviews and prepares Board of Adjustment, Zoning, Land Use, Conditional Use, and Nonconforming Use Cases for staff review and public hearing, etc.
- Supervises the work of lower level technical employees engaged in the reviews and processing of plans and applications and issuing building permits, zoning clearances, liquor licenses, etc.
- Assists in the formulation of recommendations for the Board of Adjustment case requests including associated fieldwork.
- Prepares or reviews correspondence for supervisor signature.
- Oversees preparation of public hearing case graphics.
- Reviews and processes walk-thru site plans, track updates.
- Researches old site plan reviews for current development.
- Attends site plan meetings with engineers, developers, architects and staff to answer questions, give interpretations and resolve problems pertaining to site plans submitted for review.
- Oversees administrative efforts when purges and archives site plan records are disposed of in accordance with acceptable records management procedures and laws.

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Illustrative Tasks (continued)

- Processes sidewalk waiver requests.
- Reviews zoning atlas and updates records for accuracy; coordinates signatures with the County Administrator's office.
- Sits on the department technology team and coordinates GIS mapping with Business Technology Services.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Ability to rapidly acquire knowledge of the county zoning regulations, ordinances, and procedures.
- Ability to meet and deal with managers, supervisors, professionals, members of the public and co-workers on highly technical and professional building permit and zoning requirements.
- Ability to apply basic computer applications and software.
- Ability to express ideas clearly and concisely in both oral and written form.
- Ability to meet and work with the general public and to explain regulations clearly.
- Ability to make field inspections and determine facts through investigation.
- Ability to read planimetric maps, aerial photographs, engineering scales and other related graphic aids.
- Ability to read construction drawings, blueprints, aerial photos, surveys, height details, sign details, legal documents, legal descriptions, and diagrams.
- Ability to read architectural and engineering scales, and use other related graphic aids.

For official use only

Revised	EEOC Code	Overtime Code
4/11	Professionals	Classified/Excluded