

DIVISION MANAGER, DEVELOPMENT REVIEW SERVICES

Job Code	Pay Grade
10278	SM4a

Nature of Work

This is highly responsible administrative and supervisory work managing technical and administrative personnel involved in the day-to-day conduct of a high performance, customer-service oriented, urban development review and development assistance/services operation that is designed to foster sustainable development outcomes. Employees in this classification are responsible for managing staff in all aspects of development review, including land development and site plan review, zoning compliance, permitting reviews, data management and customer service. Work involves a high degree of technical knowledge and exercises considerable independence when interpreting codes, regulations, and ordinances pertaining to land development. Incumbent will be a key player in facilitation and implementation of new development review and permitting technology, and play a key role in developing and implementing updated development regulations and processes. The position reports to the Division Director of Sustainable Planning & Development, senior management official or designee.

Minimum Qualification Requirements

- 8 years technical, administrative, and leadership experience in land development, planning, structural engineering, architecture, plan review, or related field that includes 2 years supervision; or
- Associate's degree and 6 years experience as described above; or
- Bachelor's degree and 4 years 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 endorsements, 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.)

- Interprets laws, rules and regulations affecting land development.
- Explains and interprets development regulations for the benefit of staff, contractors, architects, elected officials and the general public.
- Responsible for oversight of Development Review Committee and collaboration regarding development proposals.
- Fosters a collaborative work environment and facilitates coordination of development reviews and sustainable outcomes among departments and stakeholders.
- Coordinates and supervises the activities of the site plan review, field inspection, and the environmental and development permit issuance sections, and provides direction and oversight/leadership to development review/permitting technology initiatives.
- Reviews and prepares work procedures, work schedules; monitors and promotes effective workflow.
- Interacts with other municipal officials, utilities and agencies.
- Assists in or recommends the development of new policies, regulations and ordinances related to development review and growth management.
- Advises staff on implementing and following new procedures, policies, regulations and ordinances as directed by the County Administrator through the director.
- Speaks to neighborhood associations, civic clubs, etc., as needed and to convey information regarding division roles, development proposals, and new initiatives.
- Understands and can interpret and apply comprehensive plan policies to development proposals and processes, and remains current regarding legislative developments and outcomes that affect the planning and development process.

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Illustrative Tasks (continued)

- Makes procedural and operational recommendations to the Planning & Development Services Director, and participates in departmental strategic planning activities.
- Plans and manages training programs for development services personnel.
- Administers and follows necessary departmental rules, regulations and county policies.
- Confers with technical engineering personnel, and supervises the review of plans and specifications for industrial, commercial, and residential construction or alteration of such structures.
- Confers and corresponds with developers, architects, building owners, and contractors.
- Issues written and oral instructions; assigns duties and reviews work for accuracy.
- Communication and interaction with neighborhoods, associations and other professionals regarding development projects, development codes and development opportunities.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of development codes, regulations, ordinances and policies.
- Knowledge of principles and practices as applied to development review and achieving quality development outcomes.
- Ability to plan for and provide leadership to implementation of existing and new technology applications and software.
- Ability to supervise and coordinate the work of skilled technical, professional, and clerical workers.
- Ability to read and interpret plans, blueprints, and specifications to determine conformity with established regulations.
- Ability to prepare and present technical reports as required.
- Ability to enforce regulations with firmness, tact and impartiality.
- Ability to establish and maintain effective working relationships with contractors, builders, fellow employees and the public.
- Ability to interpret and administer, within delegated authority, applicable legislation, rules and regulations.
- Ability to recommend, prepare or assist in the preparation of new rules and regulations affecting land development.
- Ability to present ideas and findings clearly and concisely to the public, various civic organizations, committees and panels.
- Ability to coordinate and supervise special research projects and provide recommendations in documented written form.
- Ability to speak on subjects related to land development codes, processes and procedures, permitting, zoning, growth and development.

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11/13		Exempt