

BUREAU DIRECTOR, BUILDING & DEVELOPMENT REVIEW SERVICES

Job Code	Pay Grade
10280	SM2a

Nature of Work

This is highly professional, administrative and supervisory work in directing the review of all phases of zoning, site development review and issuance of permits relative to the requirements of the Comprehensive Growth Management Plan and associated land development ordinances, as well as the compliance program relative to construction, alteration, and repair of buildings and other structures. An employee in this class is responsible for direction and supervision of professional and technical personnel in the review of applications submitted to the county for all phases of zoning review, site plan review for compliance with ordinances regulating land development and permitting of physical development; and inspection of programs relative to construction, alteration, and repair of all buildings in the unincorporated areas of the county and in municipalities under contract to determine compliance with established, required standards of construction and safety as well as zoning requirements set forth by County building codes and ordinances. Work involves a significant amount of public contact dealing with the resolution of complex permitting, site planning and other development and growth management issues. Duties include responsibility for interpreting and making recommendations for changes in the provisions of ordinances, regulations and policies effecting the regulation of growth and physical development. Considerable independent judgment is exercised in performing the duties of this position. Decisions of the incumbent on disputes and technical problems are usually final but may be appealed. The incumbent reports to an Assistant County Administrator.

Minimum Qualification Requirements

- 10 years professional and senior management experience in the field of growth management and regulation, building inspection, construction or design, combined with development review and issuance of permits that includes 2 years supervision; or
- Associate's degree in structural engineering with major course work in urban planning, engineering, architecture, environmental science, or public administration or related field and 8 years experience as described above; or
- Bachelor's degree and 6 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.
- Candidate to obtain certification as a Building Official by the State of Florida Department of Business and Professional Regulation within 6 months of appointment.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Plans, directs, supervises and coordinates all activities and personnel in the Building & Development Review Services Department.
- Confers with technical engineering, environmental and planning personnel and reviews plans and specifications for land development.
- Confers and corresponds with architects, owners and contractors concerning questions arising in checking of property and applications for development review.
- Approves engineers and architects as private inspectors.
- Directs the preparation of the budget for the Building & Development Review Services Department.
- Supervises the gathering of information and development of formal presentations and reports.
- Develops or aids in the development of new policies, regulations and ordinances related to development review, growth management and issuance of permits.

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Illustrative Tasks (continued)

- Administers procedures, policies, regulations and ordinances as directed by the County Administrator and Assistant County Administrator.
- Prepares and delivers speeches to business, professional, civic and neighborhood groups and associations.
- Serves as Board member of the Contractors Licensing Board and on the Code Adoption Board.
- Proposes fee changes to the Board of County Commissioners annually.
- Provides recommendations on long range planning and policy development to promote sound growth management in Pinellas County.
- Ensures compliance with managed growth controls and regulations.
- Ensures compliance with building, electrical, plumbing and zoning regulations.
- Maintains contacts with County, municipal officials and the general public to define mutual planning problems and to effect uniformity beneficial to a comprehensive plan managed growth controls.
- Presents material to the Board of County Commissioners, Pinellas Planning Council, County Administrator, other officials and officials' boards.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of modern office management, and a thorough knowledge of the principles of public administration.
- Knowledge of modern building construction practices, methods, systems, materials and equipment.
- Knowledge of federal, state and county codes, rules and regulations relating to planning, zoning, permitting, land development and growth.
- Knowledge of the principles and accepted practices of urban planning.
- Knowledge of recent developments, current literature and sources of information in the field of planning and growth management.
- Ability to apply computer applications and software.
- Ability to direct and coordinate the work of a group of skilled workers performing varied tasks and to establish and guide related clerical procedures.
- Ability to read and interpret plans, blueprints, and specifications to determine conformity with regulations.
- Ability to prepare and present 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 direct and effectively supervise personnel engaged in growth management in a manner conducive to full performance and high morale.
- Ability to speak to public groups and civic organizations.
- Ability to interpret current legislation, rules and regulations.
- Ability to establish and maintain an effective working relationship with subordinates, superiors and County departments, community officials, citizens, state and federal officials.
- Ability to review and provide input into reports provided by staff and outside agencies.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare new rules and regulations.
- Ability to direct the work of subordinates.

For official use only

Revised	EEOC Code	Overtime Code
12/07	Officials & Managers	Exempt