

**BOARD OF SUMTER COUNTY COMMISSIONERS
JOB DESCRIPTION**

JOB TITLE: **Development Services Director**

DIVISION: **Development Services**

GENERAL DESCRIPTION:

Highly responsible professional, administrative, and technical work in the management and administration of all activities of the Development Services Division.

ESSENTIAL JOB FUNCTIONS:

1. Administers and carries out the directives and policies of the County Administrator and the Board of County Commissioners.
2. Supervises and directs the staff of the Development Services Division including personnel work schedules, project assignments, and provides technical guidance when necessary.
3. Administers and implements County's and applicable cities', pursuant to interlocal coordination agreements, comprehensive plans. Plans, develops and conducts special studies relative to land use. Performs research and studies to secure or verify needed planning data. Compiles and maintains current database of statistical and planning data. Correlates a variety of statistical and planning data for various plans, projects and programs. Analyzes planning data and projects development growth.
4. Researches and writes recommendations for revisions to Land Development Regulations and amendments to the Comprehensive Plan.
5. Oversees the budget process for the division, demonstrating forecasting abilities and incorporating strategic goals and performance measures. Performs financial analysis for rate/fee determination.
6. Assists in the review of development plans, plats, and site plans. Confers with planning and building staff members, as well as other government agencies, private citizens and other professionals in development matters.
7. Assists in the preparation of land use controls, regulations and ordinances that conform with the county's and applicable cities', pursuant to interlocal coordination agreements, comprehensive plans and in the interpretation and implementation of such controls to effect development consistency with the comprehensive plan.
8. Serves as a resource person concerning growth management issues and routinely interacts and communicates with the general public and various interest groups. Explains clearly and consisely rules and procedures relating to zoning and land use to elected and appointed officials, the general public, contractors and property owners. Prepares written documents that convey information clearly and professionally.
9. Serves as County's and applicable cities', pursuant to interlocal coordination agreements, floodplain manager.
10. Responsible for the implementation of the County's housing program.

Development Services Director

11. Manages and implements contracts with outside consultants and contractors utilized to support the functions and responsibilities of the Division.
12. Attends and/or presents information regarding planning, zoning, and development issues to the Zoning & Adjustment Board and Board of County Commissioners and applicable city governing or advisory bodies, pursuant to intergovernmental coordination agreements. Serves on committees or boards, as appointed.
13. Serves on committees or boards, as appointed.
14. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform emergency and recovery duties as assigned by immediate supervisor.
15. Regular attendance including attendance at day and night meetings.

[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and experience with comprehensive planning, land development regulations, building inspection regulations, policies, rules and statutes to operate at a proficient level.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Knowledge and experience in the use and implementation of geographic information systems.
- Skill in typing, filing and records research techniques.
- Skill in operating office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to acquire sufficient knowledge of property legal descriptions and construction terminology, documents and inspections to operate at a proficient level.
- Ability to work effectively with the public.
- Ability to communicate in writing and orally.
- Ability to work under pressure and meet deadlines
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to access, input and retrieve information from a computer.

EDUCATION AND EXPERIENCE:

- Bachelor degree from an accredited four (4) year college or university in Planning, Public Administration, Business Administration, or equivalent discipline.
- Master's degree in Planning, Public Administration, Business Administration, or equivalent discipline is preferred.
- Six (6) years experience in a responsible position in planning, zoning, building, public administration, business administration, community development, or a closely related field.
- Three (3) years experience in use of geographical information systems.
- Five (5) years experience in a supervisory role.

A comparable amount of training, education or experience may be substituted for the above minimum qualifications.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data into a computer.
- Ability to work at service counter for extended periods of time.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment. Field inspections and site visits required periodically.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

FLSA Exempt Status

Revised 10/01/2011

Employee Statement

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the Board of Sumter County Commissioners.

Signature

Date