

**CITY OF STUART
JOB DESCRIPTION**

Title: DEVELOPMENT DIRECTOR
Department: Development Department
Job Code: 1040
Grade: S27
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under the administrative direction of the City Manager, performs professional and executive level work of considerable difficulty in organizing and managing a wide range of planning programs and projects including comprehensive planning, development review, community redevelopment, land use, transportation, building inspections, occupational licensing, code enforcement and construction permitting. The Development Director manages staff and department budget, advises City Manager, City Commission and local planning boards. Work assignments are received orally or in writing. Work is reviewed through conferences and written reports for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Meets with the public and developers to discuss potential projects as well as the City's codes and regulations.
2. Responsible for presenting and coordinating agenda items regarding development issues and projects to the various review boards, committees and City Commission.
3. Serves as the principal staff liaison with the Community Redevelopment Agency (CRA). Oversees staff assigned to support the CRA in the presentation, approval and execution of redevelopment plans, projects and programs within the CRA boundaries.
4. Develops and implements city wide revitalization and economic development initiatives.

Development Director January 1998
Revised October 1999
Revised September 2001
Revised December 2001
Revised January 2006
Revised March 2008

Development Director - continued

5. Represents the City's policy position on planning and land-use matters to various public and private agencies and different governmental levels.
6. Reviews and evaluates plans for proposed projects; and prepares reports and recommendations to superiors.
7. Plans, assigns, directs and evaluates the work of assigned subordinates using computer base planning and permitting systems.
8. Maintains liaison with consultants and appropriate County, State and Federal agencies regarding joint projects.
9. Negotiates agreements with independent contractors and agencies.
10. Interprets specifications, ordinances and codes.
11. Develops and administers departmental budget.
12. Oversee the preparation of grant applications and monitors the administration of departmental grants received.
13. Oversee analysis of private building activities in order to forecast increases in property tax assessments.
14. Monitors numerous departmental programs to maintain and enhance the City's appearance regarding beautification, site design, and code enforcement.
15. Coordinates public workshops for neighborhood planning needs.
16. Administers Land Development Regulations and identifies needed amendments.
17. Responsible for the City's long range planning considering including land use, transportation, fiscal impacts.
18. Oversees the City's concurrency management system.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission

Development Director - continued

of an essential function of work does not preclude management from assigning duties not listed herein.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree from an accredited college or university; in public administration, urban planning or related field supplemented by seven (7) years of progressively responsible management experience and two (2) years supervisory experience, or Master's Degree with five (5) years of professional planning experience in a supervisory or administrative planning capacity or an equivalent combination of training and experience. The preferred candidate will demonstrate management and leadership skills and outstanding communication and interpersonal skills with a strong customer service orientation.

Possession of a valid Florida Driver License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of the planning, zoning, development, building, permitting, and inspection process.

Knowledge of management principles, procedures and methods.

Knowledge of the laws, ordinances and codes relating to land use planning and development.

Knowledge of the principles and practices of community development planning, urban planning and environmental planning.

Knowledge of community redevelopment techniques, processes and laws.

Knowledge of land economics, urban designs, community development, and related subjects.

Ability to prioritize, assign and supervise the work of subordinates.

Development Director - continued

Ability to establish and maintain effective working relationships with employees, officials and the public.

Ability to use current computerized planning and permitting systems and to analyze departmental needs for such systems.

Ability to prepare and present a variety of accurate and comprehensive reports to superiors and committees.

Ability to communicate clearly in writing and orally.

Ability to evaluate the work of contractors on projects and to determine compliance with plans, specifications and applicable laws, ordinances and policies.

Ability to read, understand and explain site and floor plans.

Skilled in computer programs relative to Development department needs.

C. Physical Requirements

Task involves regular physical effort in standing, sitting, walking, bending, stooping, reaching, pulling, pushing, stretching, and frequent moderate lifting (30+ pounds); with standard dexterity in the use of fingers, limbs, or body in the operation of office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task is regularly performed without exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires depth perception and discrimination.
Task requires sound perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

Development Director - continued

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee