



Village of Palmetto Bay

Position Description

POSITION POSTING DATE: WEDNESDAY, JANUARY 5, 2022

POSITION CLOSING DATE: WEDNESDAY, JANUARY 19, 2022

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE: Community & Economic Development Director

FUNCTIONAL AREA: Department of Community & Economic Development

PAY GRADE: 29

PAY RANGE: Minimum: \$45.96 Hourly/\$95,596.80 Annually

Maximum \$74.93 Hourly/\$155,854.40 Annually

CLASSIFICATION: Full-Time; Exempt

APPROVED/UPDATED: October 2015/January 2022

General Summary

This position serves as a key member of the Village's leadership team with direct responsibility for the effective implementation of Village-wide strategic and operating initiatives. This position provides leadership through managing, directing and coordinating the activities of the department's three divisions: Building, Planning & Zoning and Code Compliance. The Community & Economic Development Director organizes land development services with other divisions and departments and provides high complex staff assistance to the Building Official and within the Planning and Zoning Division. Implements strategies and systems to enhance operations, management of employees, customer satisfaction and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

Supervision Received and Exercised

This position reports to the Village Manager. The incumbent is required to provide leadership through managing, directing and coordinating the activities of the department's three divisions: Building, Planning & Zoning and Code Compliance.

Essential Duties and Responsibilities

- ◆ Directs and manages the Community and Economic Development (CED) department in a manner that is consistent with the Village's goals and initiatives, ensuring high-quality customer service and professional standards.
- ◆ Develops and manages the CED department's annual operating budget.
- ◆ Develops and implements long range and annual action plans to meet the needs of a growing Village.
- ◆ Provides overall direction and strategy related to Building & Permitting, Planning & Zoning and Code Compliance policies, procedures and regulations, including the formation, adoption and enforcement of zoning regulations and comprehensive plans, the review and assessment of economic and development plans and proposals for land use; and the administration of building and other such related codes.
- ◆ Demonstrates leadership by advocating for innovation and strategic changes within the CED department; reviews, evaluates and implements business and operational practices to ensure that services are provided accurately and efficiently; remains informed of cutting edge technology and advances in municipal building and permitting, code enforcement, planning & zoning and economic development.
- ◆ Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the Village's mission, values, customers and stakeholders; promotes the development of a diverse and engaged workforce.



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- ◆ Oversees the department's divisions in providing assistance to contractors and developers and may, at times, perform field inspections for quality assurance; ensures compliance with Village ordinances and the Zoning Code.
- ◆ Develops and recommends new strategies, regulations and actions that further the goals of the Village relative to building and permitting, planning and zoning, code compliance, and economic development. Interprets ordinances and codes, makes recommendations and settles difficult enforcement problems.
- ◆ Performs any other duties as requested.

Minimum Qualifications

Education & Experience

- ◆ Bachelor's Degree with major course work in engineering, architecture, planning, construction management, business administration, public administration or a related field. Advanced degree and professional certificate(s) strongly preferred.
- ◆ A minimum of eight years of responsible and relevant experience in local government with consideration senior management level experience.
- ◆ Must hold a valid motor vehicle operator's license.

Other Required Competencies

- ◆ Knowledge of regulations affecting building, zoning, planning, economic development, and code enforcement.
- ◆ Familiarity with FEMA and Coastal Floodplain requirements.
- ◆ Excellent written and oral communications skills; ability to present technical information clearly to a wide range of audiences.
- ◆ Ability to successfully supervise, lead and delegate departmental staff and independent contractors.
- ◆ Ability to calculate and decipher complex engineering and mathematical calculations and in the use of engineering devices and reference material.
- ◆ Ability to establish and maintain effective working relationships with employees, peers, officials, and other agencies.
- ◆ Must be fluent in the English language. Ability to communicate in Spanish is preferred.
- ◆ Must hold a valid motor vehicle operator's license.

Work Conditions & Physical Factors

- ◆ Work is primarily performed indoors in a usually-quiet to moderately-noisy office environment. May occasionally work outdoors to perform inspections of various land use developments and construction sites, where exposure to extreme temperatures, electrical hazards, noise, heights and dust are common.
- ◆ Must be able to lift, carry and/or push articles weighing up to 20 lbs.
- ◆ Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves.
- ◆ Must have the physical ability to enter into and inspect hazardous locations, climb stairs and ladders, reach above and below shoulders, walk and bend.
- ◆ Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to handle, feel or operate objects, and read and write English.
- ◆ Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines; may involve extended periods of time at a keyboard or indoor work station.

The minimum requirements may be waived by the Village Manager. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.



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Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.