



ISLAMORADA, VILLAGE OF ISLANDS

Position Description

Position Title: Developmental Services Director

Department: Developmental Services

Reports To: Village Manager

Position Status: Exempt (Pay Grade: 16)

General Functions:

The Development Services Director plans, supervises, organizes and manages the activities of the department, including the major functions of Planning, Zoning, Building Safety, Permit Administration, Plan Review, Business Registration and Code Compliance. The fundamental reason for this position exists to formulate, install, modify, and improve the activities involved in management of highly complex multidisciplinary planning and development activities, private development plan review, inspection and permitting processes within Islamorada, Village of Islands.

This is highly responsible administrative and technical work directing all aspects of planning and development service functions of the village. Work is performed under executive direction. Position requires use of Village vehicle in performance of duties. This position is a direct report of the Village Manager.

Illustrative Tasks:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes, directs, and controls resources to accomplish the Vision Statement, the goals, policies and objectives of the Village Comprehensive Plan.
- Plans, evaluates and directs departmental policies, programs and operations through division supervisors.
- Directs the preparation and implementation of division budgets and makes procedural and operational recommendations to Village management.
- Directs building inspection and code enforcement functions; ensures that all aspects of the national building code and Village regulations for residential and commercial building are enforced.
- Directs or assigns supervision of building inspection activities; ensures the applicable ordinances and regulations are followed.
- Renders interpretations of Village Comprehensive Plan and Land Development Regulations.
- Oversees and coordinates the work of Village planning and building staff and contract professionals providing technical services to the Village; negotiates and administers consultant contracts.
- Responsible for all activities related to community enhancements, land use, zoning, and development approval.
- Evaluates division activities through a review of work plans, conferences and inspections.

- Prepares and submits reports.
- Ensures a high level of customer service be provided by the department.
- Confers with individuals, citizen groups, business organizations, consultants, governmental agencies and other Village departments and exchanges planning information on problems, changes or projections.
- Serves as advisor to and representative of the Village on growth management activities. Coordinates with local, state, and federal agencies.
- Serves as liaison to Village Council appointed citizen committees.
- Supervise employees and make final decisions relative to hiring, discharge, layoffs or suspensions, disciplinary actions, the adjustment of grievances, and employee performance appraisals.

Requirements for Position:

Minimum Qualifications: Bachelor's degree in Engineering, Architecture, Construction Management or Urban Planning and seven (7) years progressively responsible management experience in engineering, architecture, construction management, urban planning, community development or a related field. Must possess and maintain a valid Florida driver's license.

Preferred Qualifications: Master's degree in Engineering, Architecture, Construction Management, Business Management, Public Administration, or Urban Planning and ten (10) years progressively responsible management experience in engineering, architecture, construction management, urban planning, community development or a related field. Previous management level experience for a municipality or county in development administration.

State of Florida Professional Engineer (PE) or Architect (AR) license or American Institute of Certified Planners (AICP) certifications.

Physical Demands:

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20 pounds).

Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Work Environment:

Performance of essential functions may require exposure to adverse environmental conditions, such as humidity, temperature extremes, or traffic hazards. Cubicle work environment may be noisy at times.