



Community & Economic Development Director

Grade: 180– Exempt

Department: City Manager

Salary Range: \$70,688.32 - \$106,032.48

DESCRIPTION OF WORK:

Responsible professional, technical, administrative and supervisory position involving the respective areas of planning, zoning, community development, and building division functions. This position requires the coordination of assigned revitalization activities with other departments, and provides highly responsible professional and technical staff assistance to the City Manager. Under broad policy guidance and direction from the City Manager, the Director balances the interests of private developers with those of the general public and the City's goals to encourage innovative and cohesive development.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this classification. Other duties may be required and assigned.

- Plans, coordinates and provides overall direction for the various functions of the Community and Economic Development department including developing and implementing strategic planning for the department.
- Plans, coordinates and directs the implementation of all City adopted policies, plans and land development regulations with City staff, stakeholder groups, and elected and appointed officials.
- Makes recommendations on the establishment, abolition, changes, and consolidation of ordinances, rules, and regulations.
- Makes recommendations for proposed zoning and land use changes, conditional uses, special exceptions, transfers of development rights, unity of title, certified parcels, etc.
- Develops, organizes and facilitates on-going comprehensive planning processes and procedures for redevelopment initiatives, current planning and long-range needs; ensures implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting city developments, expansion, transportation and related programs.
- Coordinates and monitors all economic development and redevelopment programs with contractors, property owners, the City, and other interested groups; solicits potential economic and community developers to Dade City; generates and nurtures professional working relationships with private developers, realtors, business leaders, banking and financial leaders, professional economic development, planning, redevelopment, and trade associations, state and local government leaders, economic development professionals and other community leaders.
- Performs and oversees staff functions, including reports and oral presentations related to administration, City Commission, and advisory boards' business. Makes all necessary reports to city departments and other government agencies as well as to the public.
- Works with community and advisory boards to provide leadership, technical insight, and recommendations related to department and city functions.

- Conducts public meetings and hearings as needed to solicit public response, provides explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- Oversees supervision of personnel; approves all hiring, promotions, disciplinary actions, and terminations. Establishes and evaluates performance work standards, to include safety policies and procedures; helps resolve difficult personnel problems.
- Prepares and manages annual budget and monitors expenditures.
- Researches, writes, and administers various State and Federal grants.
- Any additional duties assigned by the City Manager.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of government organizations and applicable law, theory and applications; local government structure and operation, including budgetary procedures.
- Knowledge of land development codes, comprehensive plans, permitting laws, zoning, subdivision, and land development regulations.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Knowledge of community & economic development projects, policies and procedures; thorough knowledge of grant writing and research; thorough knowledge of budget development.
- Knowledge of redevelopment laws and processes; local government revenue sources and alternative forms of revenue generation, including tax increment financing, special improvement districts, and municipal funding options.
- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.
- Ability to direct, motivate, develop, and evaluate subordinates; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Must possess and maintain Florida Driver's License

EDUCATION AND EXPERIENCE

Master's Degree from an accredited college or university in Urban & Regional Planning, Public Administration, Economics, or a directly related field and eight (8) years of related experience, or a Bachelor's Degree in a directly related field and ten (10) years of related experience. Five (5) years of supervisory experience.

EMERGENCY RESPONSE/RECOVERY ACTIVITIES

All employees will be required to work before, during, or after an Emergency. During an emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the City and its citizens.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling objects and materials of lightweight (5-25 pounds). Tasks may involve extended periods of time at a keyboard or work station accessing, imputing and retrieving information.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions

"The City of Dade City is an Equal Opportunity Employer." In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EMPLOYEE/APPLICANT SIGNATURE REQUIRED

I _____ hereby acknowledge receipt and review of this job description with the City Manager. I understand the essential job functions associated with this position and the essential physical skills. I am also aware of the environmental conditions related to performing the essential functions. I have been advised of any required licenses for this position and will maintain them if currently held or will obtain them within a time period specified.

(Signature)

(Date)