

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **GROWTH SERVICES DIRECTOR**

**Department:** Growth Services  
**Pay Grade:** 121  
**FLSA Status:** Exempt  
**Job Class:** 1253  
**Risk Code:** 8810

#### **JOB SUMMARY**

Under the general oversight of an Assistant County Administrator, the Growth Services Director conducts highly responsible professional, administrative, and technical work in the management and administration of all Department activities and provides leadership and supervision to the Department to ensure a coordinated program of planning, zoning, development and code enforcement. The Department's mission is to plan, preserve, enhance, and build a healthy community through continuous engagement with all affected parties and superior customer care. The Department accomplishes this mission through programs and services that encourage high-quality development as well as maintenance and revitalization of existing neighborhoods and non-residential areas. Independent judgement and initiative are required in implementing Department objectives within the framework of established procedures, administrative principles, published policies and regulations. Considerable professionalism, diplomacy and courtesy are required in frequent oral and written communications contact with government officials, coworkers, outside agencies, and members of the general public.

#### **ESSENTIAL JOB FUNCTIONS**

- Oversees the recruitment, employment, evaluation and release of staff and contract personnel.
- Supervises all organizational staff, either directly or indirectly through senior staff.
- Ensures compliance with applicable federal, state, and local laws, regulations, and codes, as well as county policies and procedures.
- Oversees coordination of applications for land use, zoning, and development, to include meeting with landowners, developers and other professionals prior to application submittal; application processing and coordination with other departments and affected persons; providing legal notice where required; issuing administrative development order and permit approvals and denials; preparing legally sufficient staff reports recommending to elected

- and appointed collegial bodies approval or denial of development order and permit applications; and monitoring of sites post-development.
- Directs Planning activities performed by County personnel and consultants on contracts and coordinates with the Transportation Planning Organization (TPO) on transportation planning matters.
  - Develops leadership, management, and technical skills of subordinate employees and ensures that all employees are provided appropriate leadership and career development opportunities.
  - Directs the management and operation of the department's activities.
  - Exercises authority in interpreting and implementing the Comprehensive Plan and Land Development Code (LDC) consistent with federal and state laws, administrative rules, and judicial interpretations.
  - Administers the Land Development Code (LDC) for consistency with the Comprehensive Plan and initiates updates and revisions for Board approval when needed.
  - Coordinates with other departments and assists in advancing economic development projects and streamlining development review and building permitting.
  - Coordinates the development and management of the Community Redevelopment Area (CRA) program and administers State and Federal economic programs available for County use.
  - Provides recommendations and establish goals and objectives to carry out the vision of the Board of County Commissioners related to economic development and other general County priorities.
  - Develops and implements department policies and procedures consistent with Administration policies and the Employees Handbook.
  - Provides for review and consultation with other County agencies related to land use and transportation activities. Directs the formulation and development of departmental budgets.
  - Oversees the preparation, review, and administration of yearly and long-range operational budget plans to ensure optimum efficiency and effective use of the various revenues under his/her supervision.
  - Establishes objectives and associated goals for the various programs under his/her supervision designed to achieve the most effective and efficient operation possible with emphasis on outstanding customer service.
  - Establishes and maintains effective and positive relationships with the community.
  - Conducts special studies and makes recommendations when directed by the County Administrator and Board of County Commissioners.
  - Reviews new legislation and related local, state, and federal regulatory codes and standards for application to the County's Comprehensive Plan.
  - Provides recommendations regarding land use and zoning based on statutory requirements, existing ordinances and policies, code requirements, and County goals and objectives.
  - Attends conferences, public hearings, professional meetings, and board meetings, which may be conducted outdoors.
  - Serves as an ambassador for the County, creates newsworthy articles, and conducts public presentations within their areas of responsibility.

- Provides excellent customer service to laypersons, professionals and others. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for direct supervision over a number of managerial positions and indirect supervision over a relatively large number of employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Master's Degree in Planning, Engineering, Public Administration, Architecture, Landscape Architecture, Urban Design, or related or equivalent; and eight (8) years' progressively responsible experience in professional planning, zoning, development review, code enforcement, community redevelopment, public administration, and/or handling state and federal economic programs with a minimum of five (5) years of supervisory experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle and accreditation with the American Institute of Certified Planners. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from legal documents, clients, customers, and the general public.
- Ability to effectively interpret and express information on various matters derived from complex formats (e.g., legal, regulatory, statutory).
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry and algebra.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Ability to calculate figures, accounts, projections, and trends, such as amortizations, growth projections, expenditure/revenue projections, discounts, interest, commissions and depreciation.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data in mathematical or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop policy, programs, plans, or procedures.
- Ability to study work processes to determine most effective methods and essential tasks.
- Ability to function independently as an expert in matters of specialized code, rules, policy, analysis, or technical systems.
- Knowledge of federal, state, and local regulatory requirements applicable to comprehensive planning and land use.
- Knowledge of federal, state, and local regulatory requirements applicable to code enforcement.
- Knowledge of federal, state, local, and regulatory requirements applicable to coordination between land use and building regulations.
- Knowledge of the theory, principles, and practices of planning and public administration.
- Knowledge of Human Resources laws, codes, and policies.
- Knowledge of research techniques, methods, and practices.
- Knowledge of and proven proficiency in Microsoft Office programs.
- Skills in organization and task prioritization.
- Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public.
- Ability to work independently on time sensitive complex issues.
- Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

#### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl; will regularly be required to reach with hands and arms; and will frequently be required to sit, use hands to finger, handle, or feel talk or hear.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*