

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, 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 DEPUTY DIRECTOR

Department: Growth Services
Pay Grade: 118
FLSA Status: Exempt
Job Class: 1071
Risk Code: 8810

JOB SUMMARY

Under the general oversight of the Growth Services Director, the Growth Services Deputy Director serves in the absence of the Director and is responsible for assisting the Director in leading and supervising the Department to ensure a coordinated program of planning, zoning, development, code enforcement and administration, including budget preparation, fiscal management, and budget amendments. 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. Functional areas of responsibility include directing the activities of the Code Enforcement Division and the Development Review Coordinator.

ESSENTIAL JOB FUNCTIONS

- Acts as department director in absence of the Growth Services Director
- Assists Director in development of department work program.
- Provides staff assistance to the local Planning and Zoning Commission, the Code Enforcement Board, the Board of County Commissioners, and other commissions/boards in the area of planning and zoning and code enforcement, for the community and the government.
- Oversees revisions and updates to the Land Development Code; staff assigned to the Land Development Regulation Commission
- Coordinates with regional and state planning and zoning programs and agencies, the review of new legislation and agency regulations as they affect the County and the Growth Services Department work program.
- Oversees Comprehensive Plan revisions and updates as indicated by County or Legislative staff.
- Develops data and policies related to planning and zoning and code enforcement.

- Provides public assistance with regard to the planning and zoning programs and code enforcement and their regulations.
- Provides for review and consultation with other County agencies related to zoning, land-use regulation, code enforcement, transportation planning and impact fees, and economic development.
- Serves on the development review committee in the absence of the Growth Services Director.
- Assists with preparing and submitting grant applications and oversee award projects.
- Knowledge in the current planning tools and technology is preferred.
- Assists the director in preparation of department budget and prepares special reports as required. Conducts special studies when directed by the Growth Services director.
- Attends conferences, public hearings, professional meetings, and board meetings, which may be conducted outdoors.
- Assists Director in the development and implementation of department policies and procedures.
- Provides excellent customer service to members of the general public and other County employees. 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 duties as assigned.

SUPERVISION

Responsible for assisting in the direction and regular supervision of a relatively large number of employees, with indirect supervision of the code enforcement division. 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, Public Administration, Architecture, Landscape Architecture, Urban Design or a related field; with seven (7) years related experience in professional planning, zoning, development review and code enforcement; with a minimum of three (3) years of supervisory experience or equivalent combination of education and experience.

Licenses or Certifications:

- Possession of a valid, State of Florida driver's license to operate a motor vehicle.
- American Institute of Certified Planners Certification is preferred.

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 construction and land use currently ongoing in the Building Department.
- Knowledge of the theory, principles, and practices of 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

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to 25 pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear. Special vision requirements include close vision and the ability to adjust focus to bring an object into sharp focus.

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.

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.