

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.

LAND DEVELOPMENT MANAGER

Department: Office of the County Engineer
Pay Grade: 112
FLSA Status: Exempt
Job Class: 2068
Risk Code: 8810

JOB SUMMARY

Responsible for performing skilled professional and administrative duties in reviewing and processing private development projects, such as master plans, subdivision plats, improvement plans, major site plans, and waivers for compliance with Marion County regulations as well as assisting engineers, surveyors, developers, and members of the public with the development review process. This position will be the liaison between applicants and County staff to ensure timely and efficient customer service. This is a fully trained professional position, working under the general direction of the County Engineer.

ESSENTIAL JOB FUNCTIONS

- Provides professional guidance and direction to developers and consultants who seek advice or guidance for the proper development of their projects.
- Provides high level technical review of land development applications to ensure compliance with codes, laws and regulations is being met. Reviews may include development permits and standalone permits such as for Right-of-Way Utilization.
- Reviews improvement and off-site improvement plans within County Rights-of-Way for compliance with County standards in comparison with the Transportation Improvement Program (TIP).
- Supervises and coordinates the activities of plans review staff during the development review application process.
- Assists with direction to staff performing inspections for site plan, right-of-way projects, etc.
- Organizes and prepares agendas and minutes for the Development Review Committee.
- Prepares Development Review Committee related agenda items for the Board of County Commissioners (appeals, final plats, etc.).
- Processes for review and records official documents, including final plats.
- Maintains County Improvement Agreements and Maintenance Agreements. Coordinates with Clerk's Commission Records on letters of credit, bonds and surety records.

- Prepares draw requests to banks and authorizes release of funds in accordance with private sector applicants and County staff. Schedules field inspections with departmental staff, staff from other County departments and applicants for periodic construction compliance, in response to complaints, and to confirm as-built construction.
- Conducts pre-construction conferences with contractors, engineers, developers and utility companies prior to issuance of construction permits. Prepares reports regarding obligations of subdivision developers and letters to developers notifying them of such obligations.
- Prepares proposed ordinances, resolutions, codes, fee analysis, and recommendations to the Development Review Committee, department director and the Board of County Commissioners.
- Performs technical research, compiles data and creates written reports for distribution to the Development Review Committee, department director, other County staff, the Board of County Commissioners, private applicants and applicant's representatives, and the general public.
- Develops and maintains a manual for processes, policies, procedures, forms, and plan review checklists.
- Oversees revenue collection, processing and tracking. Adheres to protocols established by the County's Office of Fiscal Review, Procurement Department and Finance Office.
- Provides quality control over various functions associated with plan review, processing, and customer response. Focus includes monitoring staff, data entry efficiencies, software performance, workflow, analyzing data, and reporting.
- Maintains up-to-date development status.
- Assigns and monitors work assignments for Development Review staff and provides training as required.
- 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 related job duties as assigned.

SUPERVISION

This position is responsible for the direct supervision of a section and indirect supervision over one or more employees who report to other supervisors or managers. Responsible for planning, scheduling, and coordination of work operations for the section and provides on-the-job training, continual work guidance, review of work product, and resolution of work problems. Duties include monitoring and evaluating employee's job performance. Interviews applicants and makes selection recommendations to Department Director

QUALIFICATIONS

Education and Experience:

Associate's Degree in Engineering, Business Administration, Civil Engineering, Public Administration, Construction Technology, or related field or equivalent; and five (5) years' related experience in public works management, project management, construction management, construction management, planning, zoning, land development, or equivalent; or an equivalent combination of education and experience.

Updated: 7/2024

Licenses or Certifications:

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

- FEMA NIMS IS-100, IS-200, IS-700, and IS-800 certifications within three (3) months of appointment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of department policies and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of the Land Development Code.
- Knowledge of state and local laws, standards, and regulations related to the Land Development Code.
- Skill in verbal and written communication.
- Skill in utilizing a personal computer and various job-related application software programs including but not limited to Microsoft Office Suite, Adobe and databases.
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems.
- Ability to organize, prioritize and communicate effectively.
- Ability to provide excellent customer service by establishing and maintaining effective working relationships with applicants, County officials, fellow employees, representatives from other agencies, and the general public.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to read and interpret plans, complex or technical data and recognize deviations in violation of codes.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to study work processes to determine most effective methods as essential tasks.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to calculate figures, accounts, projections and trends, growth projections, and expenditure/revenue projections, .
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to read legal descriptions.
- Ability to work independently without supervision.
- 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 sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. 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; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental 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.*