



administrative efficiency and compliance with laws, regulations, and standards, as they impact the City.

- Prepares budget estimates for program activities, establishes and maintains accounting records. Meets with and discusses the various components of on-going programs with grantor agency monitoring personnel concerning, but not limited to: financial management, development of minority business enterprises, fair housing, acquisition of real property, relocation of displaced persons, environmental assessment, rehabilitation of privately owned property, and public works projects. Provides appropriate records needed by monitoring teams and responds to any findings or concerns submitted by grantor agency. Prepare and submit necessary reports to grantor agency during the course of program implementation and completes documents for program close-out. Reviews official directives and correspondence to ascertain prescribed changes in agency programs, policies, and procedures.
- Represents City or makes presentations of plans and proposals to other government jurisdictions and community service organizations.
- Willingness and ability to comply with the City's regulations and procedures, exercise sound judgment, perform at a high level of efficiency and productivity, and support the City's goals and objectives.
- Advanced ability to read, comprehend, implement, and complete written and/or oral directions in English. Skill in English composition and spelling, and ability to prepare correspondence and make oral presentations at a professional level utilizing modern business English.
- Estimates project costs and prepares formal budget, including phasing schedules for program implementation. Develops staffing and work plan, and schedules in accordance with time limitations and funding.
- Performs individual assignments of a varied nature with minimal supervision. Establishes a schedule of priorities according to budgetary, personnel and timing constraints and revises the schedule as needed.
- May serve as City's Community Development Agency Director.
- Perform other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City Manager.

**KNOWLEDGE AND ABILITIES:**

- Knowledge in planning, zoning, demographics, construction, engineering, budgeting, management, and laws and codes applicable thereto. Skills and abilities to plan, develop, present, and implement federal, state, and locally funded programs.
- Knowledge of Federal, State (particularly Florida's Growth Management Act), and/or Local laws governing zoning, planning, and development regulations.
- Knowledge of land development regulation and the implementation techniques of growth management.
- Ability to project a good public image and maintain effective customer relations. Interact courteously with the public, officials, supervisors

and co-workers.

- Skill in drafting official documents
- Comprehensive knowledge of business English, punctuation, spelling and arithmetic, and ability to express facts and ideas clearly and concisely, both in writing and orally to groups and individuals.
- Ability to organize, direct and effectively coordinate the activities of skilled, technical and professional personnel.
- Ability to make interpretive impartial judgmental decisions, provide professional input and reports for City officials and maintain effective working relationships with subordinates, City officials and the public.
- Ability to express facts and ideas clearly and concisely in English, both in writing and orally to groups and individuals.
- Knowledge of applicable laws and regulatory codes related to private/public sector improvement projects and developments.
- Computer software skills in word processing, database & spreadsheets.
- Ability to maintain acceptable attendance record.

**QUALIFICATIONS:**

**Minimum:**

Education: Bachelor degree in urban planning, public administration, or closely related field from an accredited College or University acceptable to the City.

Experience: Five years as a Community Development Director or Assistant Director, or seven years of proven senior level urban planning experience, or an equivalent combination. A Master Degree from a College or University acceptable to the City may be substituted for two (2) years of experience. Bondable.

Licensed Certification or Registration: Valid Florida Driver's license.

**Preferred:** A Master's degree, supervisory, redevelopment agency, local governmental planning, and grant experience. Knowledge of regional area. American Institute of Certified Planners designation.

**EQUIPMENT UTILIZED:**

Computer, office machines, light vehicles.

**ENVIRONMENTAL CONDITIONS:**

Constant work, alone and with others, usually in typical governmental offices, and out in the community. See page 5 for more information.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable).

## ENVIRONMENTAL CONDITIONS

THE BLOCKS SHOW THE ENVIRONMENTAL CONDITIONS UNDER WHICH YOU PERFORM YOUR ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

**KEY:**

CONSTANT:	More than 80% (6 ½ hours or more per 8 hour day.)
VERY FREQUENT:	51% - 79% (4 ½ - 6 hours per 8 hour day.)
FREQUENT:	21% - 50% (2 ½ - 4 hours per 8 hour day.)
OCCASIONAL:	6% - 20% (1 - 2 hours per 8 hour day.)
RARELY:	0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF ENVIRONMENTAL CONDITIONS	CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Work Inside	X				
Work Outside				X	
In Heat				X	
In Cold					X
In High Humidity				X	
In Dampness or Chilliness					X
In Dry Conditions					X
In or with Noisy Conditions					X
In Darkness				X	
In or with Dusty Conditions					X
With Silica, Asbestos, Etc.					X
With Fumes or Gases					X
With Smoke or Flames					X
With Chemicals					X
With Solvents					X
With Grease or Oils					X
With Radiant Energy					X
With Electrical Energy					X
On Slippery Surfaces					X
On Uneven Surfaces					X
In or With Moving Objects				X	
In or With Moving Vehicles					X
On or With Ladders/Scaffolding					X
At Heights above Ground Level up to 10 ft.					X
Below Ground level (Ditches, tunnels, etc.)					X
With <input type="checkbox"/> feet <input type="checkbox"/> legs or <input type="checkbox"/> hands in water					X
With Explosives					X
With Vibrations					X
Working Closely with Others		X			
Working Alone		X			
With Poor Lighting					X
With Poor Ventilation					X
With Odors					X

## ESSENTIAL PHYSICAL ABILITIES

THE BLOCKS SHOW THE TYPES OF PHYSICAL SKILLS REQUIRED TO PERFORM THE ESSENTIAL JOB FUNCTIONS AND HOW FREQUENTLY THEY OCCUR DURING THE WORK WEEK.

<b>KEY:</b>	<b>CONSTANT:</b>	More than 80% (6 ½ hours or more per 8 hour day.)
	<b>VERY FREQUENT:</b>	51% - 79% (4 ½ - 6 hours per 8 hour day.)
	<b>FREQUENT:</b>	21% - 50% (2 ½ - 4 hours per 8 hour day.)
	<b>OCCASIONAL:</b>	6% - 20% (1 - 2 hours per 8 hour day.)
	<b>RARELY:</b>	0% - 5% (Less than 1 hour per 8 hour day.)

TYPE OF PHYSICAL SKILLS	CONSTANT CONSTANT	VERY FREQUENT	FREQUENT	OCCASIONAL	RARELY
Heavy lifting (45 pounds and over)					X
Moderate lifting (15 to 44 pounds)				X	
Light lifting (under 15 pounds)				X	
Heavy carrying (45 pounds and over)					X
Moderate carrying (15 to 44 pounds)					X
Light carrying (under 15 pounds)				X	
Reaching above shoulder				X	
Use of fingers	X				
Both hands required	X				
Climbing (use of legs and arms)					X
Climbing (legs only)					X
Good near vision	X				
Good distant vision	X				
Both eyes required	X				
Depth perception					
Distinguishing basic colors	X				
Distinguishing shades of colors	X				
Good hearing (with hearing aid)		X			
Good hearing (without hearing aid)		X			
Straight pulling					
Pulling hand over hand					X
Pushing					X
Walking				X	
Standing				X	
Crawling					X
Kneeling					X
Bending					X
Balancing					X
Smelling					X
Tasting					X
Stooping					X
Jumping					X
Running					X
Throwing					X
Driving (cars, small vans, pick-ups, etc)					X
Driving/operating (heavy equipment, trucks, etc)					n/a
OTHER (List Below)					
Good night vision/driving					X

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Human Resources

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I accept appointment to the foregoing Classification at a pay rate of \$ per \_\_\_\_\_, and I will perform the required duties and responsibilities set forth above.

I understand that my appointment and continued employment is subject to the City's Personnel Policies and Procedures, and that my employment is for an indefinite term and does not confer a legal property or other right to this or any other position.

**EMPLOYEE'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
City Manager