

City of Lake City, FL

Classification Description

Classification Title: ASSISTANT DIRECTOR OF GROWTH MANAGEMENT
Department: GROWTH MANAGEMENT

Pay Grade: 18
FLSA Status: Exempt

General Description

This is an administrative and field work position assisting the Director of Growth Management with the directing and managing of the activities of the City Growth Management Department. Employee works directly with Building and Zoning activities including inspections, permit issuance, and licensing activities. Assists with the City's Comprehensive Planning and Land Development Regulations and the work of the City's Code Enforcement. Performs other related duties as required and assigned.

Nature of Work

Essential Functions:

- Assists with inspections of building and reviewing plans in accordance with the state statutes and adopted codes. Provides input on City projects.
- Assists with coordinating and executing matters regarding the Planning and Zoning Board and Local Agency.
- Interprets building codes, city codes and applicable state and federal regulations. Attends meetings with contractors, developers, architects, engineers and the general public and responds to inquiries.
- Assists with developing code promulgation and interpretations, works closely with the Fire Marshal and Regional Planning Council representatives.
- Assists with planning, reviewing and supervision of departmental policies, department budget, programs, projects, contracts and operations.
- Participates in emergency management during crisis, natural disasters, storm events and other emergencies as needed.
- Assists with matters regarding City Code Enforcement Board.
- Assists with administering land use/zoning regulations, flood ordinances and plans.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes. Uses highly technical computer applications, such as GIS or CAD. Works with capital improvement plans or programs. Creating plans for implementation of major constructions projects.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of Federal Housing and Community Development Program.
- Knowledge of current construction practices including legislation changes affecting local codes.
- Knowledge of private sector affordable housing and community development initiatives.
- Knowledge of Code Enforcement procedures and strategies and building codes.
- Knowledge of modern management techniques.
- Ability to establish and maintain effective working relationships with peers, subordinates, vendors, contractors, the general public, public officials, and to enforce building regulations with firmness and tact.
- Ability to facilitate meetings and guide groups to identify and accomplish goals.
- Ability to innovate and implement plans and program.
- Ability to speak fluently and effectively in public.
- Ability to compose correspondence and perform other administrative tasks using computer.
- Possession of a valid Florida Driver's License.

Minimum Qualifications:

- Must be certified under F.S. 468 as a Certified Building Official/Building Code Administrator and be licensed in the State of Florida. Certification and licensure under F.S. 468 and by the State of Florida in multiple categories is preferred.
- Experienced in operating or assisting with the operation of a Building Department.
- Experience working as an inspector, plan examiner, a construction superintendent, or in the construction or planning field.
- Any combination of education and experience equivalent to a Bachelor's degree with major in Engineering, architecture, or related field may be considered in addition to the required licensure.
- Strong customer service, management, organizational and communication skills required.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to lift over 40 pounds
- Walking
- Bending
- Standing

Environmental Conditions:

- Works inside in an office environment and occasionally in outside elements.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature