

City of Satellite Beach

JOB DESCRIPTION

JOB TITLE: COMMUNITY DEVELOPMENT DIRECTOR
DEPARTMENT: COMMUNITY REDEVELOPMENT AGENCY

GENERAL DESCRIPTION

Responsible for the management of the Community Redevelopment Area. Responsibilities associated with implementation of respective community redevelopment plans, include but not limited to, day-to-day operations and planning, budgeting, capital acquisitions and financial control, public relations, real estate negotiations, administering professional service contracts, and capital planning. Technical work including, plans review, and overall redevelopment activities. Prepares and assists in the development of the Comprehensive Plan and Land Development Regulations.

With the elimination of the Community Redevelopment Coordinator position, the Community Development Director assumes all duties of the Community Redevelopment Coordinator.

ESSENTIAL JOB FUNCTIONS:

Prepares and presents to the City Council, through City Administration and City advisory boards, the City's Comprehensive Plan; new land development regulations; and recommendations for changes in existing codes, zoning ordinances and other land development regulations as mandated by the State as they relate to the Community Redevelopment District.

Provides technical staff support to the Community Redevelopment Agency Advisory Committee and Agency, Planning & Zoning Advisory Board, Comprehensive Planning Advisory Board, Board of Adjustment, Beautification Board and other advisory or ad hoc committees appointed by the City Council.

Implementation of redevelopment plans for Community Redevelopment Area.

Coordinates implementation of redevelopment plans with other departments, professional consultants, governmental agencies, and the private sector.

Conducts data collection and provides analysis as needed.

Receives and processes all applications for amendments to the Comprehensive Plan and prepares appropriate documentation for presentation to the Local Planning Agency and City Council and coordinates with the Department of Community Affairs.

Review, analyze, and provide assessment of development proposals pursuant to processing applications for land development permits within the City's Community Redevelopment District.

Attends various meetings and prepares written and oral reports.

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Assists with preparation of and administers annual budget for Community Development Department and Community Redevelopment Agency.

Performs related work as required.

MINIMUM QUALIFICATIONS:

GENERAL KNOWLEDGE:

- Knowledge of applicable State and local planning and zoning legislation, rules and regulations.
- Knowledge of Local, State, and Federal laws related to redevelopment and Special Districts as defined by Chapter 189, Florida Statutes.
- Knowledge of the comprehensive planning process and research techniques necessary for Planning.
- Knowledge of applicable environmental regulations.

SKILLS:

- Skill in oral and written communications.
- Skill in tactfully resolving problems with staff and in field.
- Skill in establishing and maintaining effective work relationships.

ABILITIES:

- Ability to interpret and analyze planning and zoning data and make conclusions.
- Ability to interpret related codes.
- Ability to provide in-house training to technical staff.
- Ability to read and interpret construction drawings, blue prints, and site plans.
- Ability to direct and supervise the work of others.

EDUCATION AND EXPERIENCE:

Minimum four-year college degree.

Minimum of 5 years experience in community planning, development, or related field.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

ESSENTIAL PHYSICAL SKILLS:

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

ENVIRONMENTAL CONDITIONS:

- Works inside and out-of-doors
- Stressful situations

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)