



The City Beautiful

City of Coral Gables Job Description

Job Title: Assistant Development Services Director **Prepared Date:** 01/2014
Department: Development Services **Approved By:** Elsa I. Jaramillo-Velez
Classification: 1127
Paygrade: 37E
FLSA: Exempt

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Summary

Assists the Development Services Director in the management, operation and administration of the Development Services Department, including assisting in the implementation of City-wide strategic and operating initiatives. Assists the Director managing, directing, and coordinating the activities of the department's three divisions: Building, Planning & Zoning, and Code Enforcement. Exercises considerable initiative and independent judgment under the general supervision of the Development Services Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Assists the Director in developing and managing a comprehensive City-wide Development Services Department consistent with the City's goals and initiatives ensuring high-quality customer service and professional standards.

Assists the Director in developing and managing the annual operating budget of the Development Services Department.

Assists the Director in developing and implementing long range and annual action plans to meet the needs of a growing City.

Assists the Director in providing overall direction and strategy regarding Building, Planning & Zoning, and Code Enforcement policies, procedures, and regulations to the City, including the formation, adoption and enforcement of zoning regulations and comprehensive plans; the review and assessment of development plans and proposals for land use; and the administration of building and other related codes.

Reviews, evaluates and, when necessary, implements business practices to ensure the efficient provision of development services to the public.

Supervises, manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders. Promotes the development of a diverse and engaged workforce.

Oversees the department's divisions in providing assistance to contractors and developers and may at times perform field inspections to review work at construction sites.

Confers with the Building, Planning & Zoning, and Code Enforcement division heads, architects, engineers and property owners regarding compliance with City ordinances and City zoning codes. Assists the Director with the interpretation of ordinances and codes, makes recommendations and assists with the settlement of difficult enforcement problems.

Remains informed of cutting edge technologies and advancements in municipal building, code enforcement and planning and zoning programs.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions, developers, contractors, regulatory agencies, and civic groups.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Conforms with and abides by all applicable safety rules which include wearing and using all appropriate safety equipment.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Extensive knowledge of regulations affecting building, zoning, planning and code enforcement. Excellent written and oral communication skills are required. The ability to successfully supervise and delegate. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, and other agencies. Must possess the ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight up to 20 pounds. May involve extended periods of time at a keyboard or work station.

May occasionally work outdoors during inspection of various land use developments and construction sites. Must be able to wear a hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A Bachelor's degree with major course work in engineering, architecture, planning, construction management, business administration, public administration, or a related field. Advanced degree and professional certificate(s) strongly preferred.

A minimum of six years responsible and relevant experience (including in local government) with considerable senior management level experience.