

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR OF DEVELOPMENT SERVICES (Job Code 330).**

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#### **GENERAL STATEMENT OF JOB**

Performs administrative and planning work, with the goal of maximizing the quality of life for the City's residents through the application of professional planning principles and practices. Employee has complete administrative responsibility for planning and zoning tasks and related projects. Duties also include continuous analysis and review of proposed land development as it relates to the goals, objectives, and policies of the City's Code of Ordinances of the City of Margate and the Comprehensive Plan. Employee has complete responsibility for department budget preparation, City's Comprehensive Plan oversight, Local Business Tax Receipts collection, and overall administration of the department. Position exercises considerable latitude in independent judgment in areas such as resource allocation, regulation interpretation, and training/educational needs of personnel. Reports to the City Manager.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assumes full management responsibility for the services and activities offered by the Development Services Department, including review of the Comprehensive Plan, Code of Ordinances of the City of Margate, processing of land use applications, and coordination of code compliance and City beautification efforts; recommends and administers policies and procedures for department responsibilities.

Conducts research and planning studies; prepares a variety of reports on findings, operations, and activities, and makes recommendations.

Provides staff assistance, and prepares and gives reports to the local planning agency, the City Commission, the City Manager, and related boards and committees; prepares agendas, staff reports, and other necessary correspondence.

Consults with developers, contractors, and the public on construction and land use issues; provides information on planning and zoning requirements.

Supervises and directs planning/zoning, business registration, and development services personnel.

Actively promotes the goals, objectives, and policies of the City's Comprehensive Plan to business and property owners, civic organizations, outside agencies, and governmental agencies.

As the chair of the City's development review committee, is responsible for the preparation of agendas, conducting the committee's meeting and the preparation of minutes.

Coordinates and shares information as necessary with other governmental agencies, such as the Margate Community Redevelopment Agency and the Broward Alliance, and assists programs of those entities when appropriate.

Prepares and processes reports, files, documents, and other material as necessary for programs to comply with statutory requirements; monitors legislation, and apprises the City Manager of pertinent changes.

Ensures that proposed projects and developments adhere to the Code of Ordinances of the City of Margate and the Comprehensive Plan, the Margate Community Redevelopment Plan, and all other City, County, State or Federal laws and ordinances.

Develops ordinances, as needed, to update the zoning code and the development regulations.

Oversees the collection of the Local Business Tax Receipts.

Monitors departmental activities through monthly reports submitted by department personnel and by oversight of projects in process.

Develops and implements annual departmental budget.

Serves as administrative lead to the local planning agency.

Serves as chairperson of the Development Review Committee.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Urban and Regional Planning or closely related field (Master's degree preferred), supplemented by five (5) to seven (7) years' experience in an increasingly responsible role in municipal planning and zoning. An AICP designation is required. Must be proficient with the Microsoft Office suite.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and City administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments, business owners, and general public in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines, and when confronted with individuals acting under stress.

Physical Communications: Requires the ability to talk and/or hear: (talking, expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the principles and practices of municipal planning.

Knowledge of the municipality's various ordinances, codes, and regulations pertaining to planning and zoning.

Knowledge of the techniques required in the preparation of maps, charts, sketches, and complex graphs.

Knowledge of the principles of research, and of standard sources and uses of socio-economic information.

Knowledge of research methodology and of standard statistical procedures.

Ability to plan, organize, and carry out moderately complex research projects independently and effectively.

Ability to select and apply proper research methodology.

Ability to present results of research effectively in oral, written, and graphic form.

Ability to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies, and the general public.

Ability to meet deadlines and keep projects on schedule.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date