

## Charlotte County Board of County Commissioners

**Class Title: Community Development Director**

**Class Code: 3052NE**  
**WC Code: 8810**

**Pay Grade: 28**

### GENERAL SUMMARY:

Performs highly responsible professional, technical and managerial work in the administration, planning, and direction of various divisions within the Community Development Department. Work involves the application of specialized knowledge and administrative skills in planning, directing, reviewing, and participating in the work of professional, technical and administrative support staff engaged in planning, design, development, interpretation, and administration of the County's Comprehensive Plan, zoning regulations, impact fee ordinance, neighborhood plans, and other community development projects. Responsibilities include establishing community development policies and programs; directing related studies and research; reviewing results and recommending changes in policies, organization, procedures, and methods; overseeing the review of applications for re-zonings, land use plan amendments, variances, special exceptions, subdivision plats, site plan review, impact fee assessments, plat vacations, and street vacations.

### ESSENTIAL RESPONSIBILITIES:

- Plans, organizes, assigns, directs, and reviews the activities of professional, technical, and administrative support personnel engaged in the compilation, analysis, and interpretation of data; prepares reports and recommendations affecting community planning, zoning, engineering, land use and development review including oversight and management of the County's Comprehensive Plan, Zoning Code and Concurrency Management Systems, and changes to ordinances and regulations.
- Organizes and directs administrative programs and projects within each of the divisions; initiates new programs as needed; evaluates departmental responsiveness to constituent needs; evaluates community needs; initiates and develops appropriate programs/activities as needed; conducts studies and surveys as an aid in recommending development decisions; works with each division in budget preparation, maintenance of financial controls and the accounting of appropriations; develops policies and procedures for department and divisions; advises the County Administrator on any changes in laws or any developments affecting land development.
- Interprets Community Development regulations and makes recommendations for modification of plans to ensure compliance with County standards;
- Provides technical assistance and staff in intergovernmental coordination activities, citizen involvement programs, facilities planning and grants programs research.
- Establishes and maintains working relationships and coordination between other divisions of County government; members of the general public; federal, State, local agencies and officials of the building industry.
- Is responsible for the selection, placement, promotion, training, developing, safety, discipline, and appraisal of departmental personnel.
- Establishes, implements, administers, monitors, and evaluates departmental goals, objectives, policies, procedures, work performance and safety standards; prepares budget estimates and administers the approved budget.

### CLASSIFICATION SPECIFICATIONS:

**Minimum Education and Experience:** Bachelor's degree in civil engineering, urban planning, landscape architecture, business, economics, public administration or related field and at least eight (8) years of relevant and progressively responsible, professional, and supervisory experience or an equivalent combination of training, education and experience.

**Licenses and/or Certificates:** None

### **Knowledge, Skills, and Abilities:**

- Thorough knowledge and understanding of municipal organization, processes, laws and regulations.
- Thorough knowledge of the principles, methods, and practices of planning, zoning, land surveying and mapping, land use regulation, impact fees as well as departmental functions, staffing, and operating procedures.
- Knowledge of the fundamentals of urban and transportation economics, environmental science, finance, political science and theory, and sociology.
- Ability to interpret zoning, land use, impact fee ordinances and regulations, render decisions tactfully, firmly, and impartially and to present findings and recommendations effectively, in oral and written form.
- Strong analytical and quantitative skills toward the preparation of technical reports.
- Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations, including the ability to assess community needs and interpret community values.
- Strong leadership and managerial skills, to include team building, mediation and motivational skills.
- Strong written and oral communication skills, to include public speaking skills and the ability to develop effective proposals.
- Ability to plan, organize, direct, and appraise the work of professional, technical, and clerical personnel.
- Ability to establish and maintain effective working relationships with public officials, division directors, commissioners, representatives of other organizations, subordinates, media representatives and the general public.
- Skill in the use of standard office computer equipment and software applications.

### WORKING ENVIRONMENT:

**Working Conditions:** Work is primarily performed in an indoor, climate-controlled environment and is nearly absent from disagreeable elements (e.g., irate customers, extreme noise, heat, odors, heights and/or dust).

**Risk/Safety Conditions:** There is little or no risk related to physical and/or mental health and safety associated with this position, but it may involve some exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, assault and battery, heavy equipment, communicable disease, etc.).

**Essential Physical Activities:** Walking, sitting, hearing, seeing up close, talking, standing, finger movement, repetitive motions.

**DISCLAIMER:** The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, environmental conditions, or qualifications required of employees assigned to this job.