



1225 Main Street, Sebastian, Florida 32958 (772) 388-8222 Fax (772) 388-8249

**CITY OF SEBASTIAN**  
**COMMUNITY DEVELOPMENT DIRECTOR/CRA MANAGER**  
**\$85,000 (DOE)**

The City of Sebastian is accepting applications for the position of Community Development Director/CRA Manager for the City of Sebastian. **Applications will be accepted until the position is filled.**

**GENERAL DESCRIPTION OF DUTIES**

Under the direction of the City Manager, responsible for planning and organizing the implementation of projects, administering community development activities, and coordinating the implementation of public facility improvements, public services and other related programs for the City. The position oversees the zoning function, which includes current and long-range planning, real estate, and lands activities. Responsible for professional project management business outreach activities, rendering leadership in the development of planning and economic programs. Implementation of strategies to promote and support growth, expansion and retention of business within the City. Coordinate and carry out the tasks of the Community Redevelopment Plan. Is also responsible for completing technical work, developing, researching and maintaining public planning studies and programs which involve technical and creative responsibility, conducting research, and preparing detailed studies on land use, zoning, conservation, housing, transportation, population, coastal management, historic preservation, urban design, community redevelopment, and other areas of comprehensive planning activities. Ensures program compliance with criteria governing local, state, and federal legislation relating to growth management.

**ESSENTIAL JOB FUNCTIONS**

1. Assume full management responsibility (design, promote and administer) for all Community Development Department services and activities, including comprehensive review of the general plan and zoning code, processing of land use applications, and coordinating code compliance and City beautification efforts; recommend and administer policies and procedures.
2. Develop, justify and forecast department programs, policies, and activities; negotiate and resolve sensitive and controversial issues. Has sound knowledge of the Florida Statutes and Florida Administrative Code regarding rules and regulations governing the compilation of data and analysis, and compliance with requirements.
3. Oversee the review, and comments, on site plans according to Land Development Regulations, particularly in regard to general layout, landscaping, open space, and signage requirements.
4. Manage the development and implementation of the Community Development Department goals, objectives, policies, and priorities for each assigned service area.
5. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
6. Review, prepare, and revise the comprehensive general plan and zoning code; interact with community groups, citizens, and business involved with zoning related issues.
7. Assist, in concert with other departments, in the management of economic development activities; develop strategies to assist in business growth; negotiate development agreements;
8. Oversee the review of process planning applications; ensure compliance with appropriate laws, codes, regulations, and ordinances; prepare public hearing notices and staff reports; make presentations to the Planning and Zoning Commission.
9. Conduct research and planning studies; prepare a variety of reports on findings, operations, and activities; make recommendations.
10. Represent the department to other City departments, elected officials, and outside activities; coordinate community development activities with those of other departments and outside agencies and organizations.
11. Oversee the preparation of reports to the Planning Commission (P&Z), City Council, City Manager, and related boards and commissions; prepare agendas, staff reports and other necessary correspondence.
12. Consult with developers, contractors, and the public on construction and land use issues, provide information on planning and zoning requirements.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Develop long and short term planning goals.
15. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate work methods and procedures; allocate resources accordingly.
16. Plan, direct, and coordinate the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures, meet with management staff to identify and resolve problems.
17. Assess and monitor workload, administrative, and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
18. Select, train, motivate, and evaluate Community Development Department personnel; provide or coordinate staff training work with employees to correct deficiencies; implement discipline and termination procedures.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **QUALIFICATIONS**

### Knowledge

- Operations, services and activities of a comprehensive planning program.
- Understands and can interpret the Florida Statutes and Florida Administrative Code regarding rules and regulations governing the compilation of data and analysis, and compliance with requirements.
- Understands and can interpret the City of Sebastian Ordinances, codes, rules and regulations.
- Principles and polices of regional and urban planning.
- Zoning administration practices and methods.
- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of urban design and neighborhood revitalization.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of short and long term planning.
- Principles of supervision, training, and performance evaluation.
- Principles of management and organizational behavior.

### Abilities to:

- Manage and direct the operations, services, and activities of the Community Development Department.
- Interpret and apply Federal, State, and local policies, laws, codes, ordinances, and regulations.
- Coordinate research studies and present effective presentations.
- Identify and respond to community, Planning Commission, and City Council issues, concerns and needs.
- Organize large amounts of land use data into both graphical and written reports.
- Analyze zoning requirements and policies and make recommendations for needed revisions.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare and administer Community Development Budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate public service methods and techniques.
- Interpret and explain City policies and procedures.
- Communicate clearly and concisely, both orally and in writing
- Attire must keep with the nature of the employee's position type, nature of duties, work location, type of contacts routinely made with co-workers, vendors, external customers, contacts, and locations visited. Public Appearances require a professional business like appearance.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, organize, direct, and coordinate the work of lower staff.
- Use equipment related to computerized mapping including: personal computers, digitizers, laser printers, and plotters.
- Effectively select, train, supervise and evaluate, Community Development Personnel

### Desired Traits:

Be a knowledgeable worker; customer focused; one who values and respects others; drives to excel; believes in teamwork and collaboration; believes in continuous learning; demonstrates ethical behavior; and is supportive of change.

## **EDUCATION AND EXPERIENCE GUIDELINES**

- Five years of increasingly responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation.
- BS degree in City, Urban and Regional Planning, Architecture, Urban Design and Economics, or a closely related field.
- AICP Designation
- A Master's degree in Planning is highly desirable and may be substituted for one year of experience.
- Valid Florida Driver's License

## **EMERGENCY DECLARATION STATUS**

Essential employees may be required to work during an undeclared emergency and/or declared emergency. On an incident-by-incident basis, the employee's department head will make the determination as to who will be required to work.

## **Equal Opportunity Employer/Drug Free Workplace/ADA**

Government Channel/Website

<http://www.cityofsebastian.org/employment-information>

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