



City of Wilton Manors

Assistant Director of Community Development Services

SALARY	\$43.88 - \$55.38 Hourly \$91,266.00 - \$115,196.00 Annually	LOCATION	Wilton Manors, FL
JOB TYPE	Full-Time	JOB NUMBER	25-064
DEPARTMENT	Community Development Services	OPENING DATE	09/08/2025
CLOSING DATE	Continuous		

Description

The Assistant Director of Community Development Services supports the strategic direction, leadership, and daily operations of the City of Wilton Manors' Community Development Services Department. This position assists in overseeing planning and zoning, permitting, building and economic development. The Assistant Director plays a key role in implementing department policies, coordinating interdepartmental projects, managing personnel, and ensuring regulatory compliance. Working closely with the Director, this position helps guide sustainable growth and community enhancement in alignment with City goals. The ideal candidate will be a forward-thinking leader with strong technical expertise and the ability to foster collaboration among staff, developers, residents, and other stakeholders. Reports to the Community Development Services Director.

Examples of Duties

Essential Job Functions

Because it is difficult if not impossible to present a finite list of every possible function to be performed by an employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask an employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Support the Director in managing day-to-day operations of the Community Development Services Department, helping to coordinate activities across divisions such as planning and zoning, building and economic development.
- Provide direct supervision, coaching, and performance evaluation for staff. Ensure consistent application of policies, promote professional development, and foster a collaborative team environment.
- Assist in setting long-term goals and strategies for the department that align with the City's comprehensive plan and community priorities. Contribute to policy development and updates to land use, zoning, and development codes.
- Coordinate and review major development proposals, rezoning requests, site plans, variances, and conditional use applications. Serve as project manager on complex or high-profile initiatives, ensuring compliance with applicable codes and regulations.
- Monitor local, state, and federal laws related to land development, environmental protection, building codes, and community planning. Ensure all departmental activities and decisions comply with legal and procedural requirements.

- Assist in developing and administering the departmental budget, including tracking expenditures, managing contracts and service agreements, and identifying grant opportunities to support community development initiatives.
- Attend and present at public meetings, City Commission meetings, and advisory boards such as the Planning & Zoning Board, as needed. Serve as a liaison with developers, neighborhood groups, and government agencies.
- Ensure high-quality customer service delivery by addressing escalated inquiries from residents, businesses, contractors and developers. Promote public engagement in planning processes and City initiatives.
- Support the City's economic development goals by encouraging smart growth, redevelopment, and business retention. Assist in initiatives that enhance quality of life, housing affordability, and neighborhood revitalization.
- Draft and review detailed staff reports, memos, and presentations for internal use and public meetings. Analyze data and provide policy recommendations to the Director, City Manager, and elected officials.
- Represent the department in the Director's absence, providing continuity of leadership and decision-making.
- Take on special projects or additional responsibilities as required to support the goals and operations of the Community Development Services Department.
- Performs related work as directed.

Typical Qualifications

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

Bachelor's Degree in urban planning, public administration, architecture, construction management, or a closely related field; supplemented by a minimum of six (6) years progressively responsible experience in community development, urban planning, or a related field, including at least three (3) years in a supervisory or managerial role; working knowledge of planning, zoning, permitting and/or building inspection processes; familiarity with applicable federal, state, and local land use regulations; strong written and verbal communication skills.

Preferred Qualifications

Master's degree in urban planning, public administration, or a related field; experience working in a municipal government or public-sector planning environment; experience managing grants or redevelopment projects.

Supplemental Information

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employer

City of Wilton Manors

Address

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Phone

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<http://www.wiltonmanors.com>