

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Deputy Director of Sustainable Development
DEPARTMENT: Sustainable Development
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs assistant director level work in support of the Sustainable Development department. Responsible for comprehensive and current planning, including plan implementation for the City. Position manages a team of associate and technical employees through subordinate supervisors and a team of professional employees. Position is primarily focused on managing, coaching, and developing other people. Position requires an extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Manages and administers the planning services, housing services and economic development functions of the Sustainable Development department
- Acts as staff liaison to the planning and zoning boards, and other city, county, and area boards and committees
- Interprets zoning codes, including permitted use and non-conforming use standards; assists in the team implementation of the code enforcement system
- Meets with and answers questions of other members of the management staff, council, outside agencies, and the public on items relating to departmental activities
- Operates and prepares technical reports on the initial status of development proposals
- Prepares correspondence to City advisory boards, departments, related agencies, and the public concerning planning and zoning
- Prepares in-depth research narrative and graphics for reports concerning annexation, capital improvements, and grant applications
- Provides information and interpretation of regulations concerning land development and zoning to City departments, related agencies, and the general public
- Provides plan review and staff comments to the director regarding development applications

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- Responsible for all aspects of the City's comprehensive plan, including coordination with all government agencies
- Reviews, coordinates, processes, and prepares written comments on proposed development actions such as land use plan amendments, rezoning's, plats, and road vacations
- Supervises the Business Tax Receipts process
- Assists other departments on projects requiring technical research, graphic, and report preparation
- Assists in the preparation of the Capital Improvement Program and department budget on an annual basis
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning or related discipline; supplemented by a minimum of eight (8) years' experience in planning at the municipal level; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a state of Florida driver license, Class E. American Institute of Certified Planners (AICP) certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of municipal, county, and state planning and zoning regulations and laws
- Knowledge of urban planning principles and methodology
- Knowledge of the Florida Building Code, construction methods and procedures, and infrastructure principles
- Skill in Microsoft Office products (Word, Outlook, and Excel) and project scheduling software
- Skill in providing good customer service
- Ability to multi-task, assign, and prioritize assignments within the department
- Ability to quickly and independently learn new software
- Ability to manage, delegate, and supervise effectively
- Ability to organize work for timely completion
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

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PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date

Supervisor's Name (print)

Supervisor's Signature

Date