

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs director level work in the Sustainable Development department. Directs and coordinates the City's planning, building, zoning, code enforcement, and economic development activities. Position directs a team of associate or technical employees through subordinate supervisors and a team of professional employees. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement 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.

- Directs the City's planning services, building services and housing services; directs the City's transportation enhancement program, and directs the comprehensive effort to implement the City's Green Vision
- Directs the City's code compliance program as well as the various economic development programs
- Serves as principle staff to the City's Planning and Zoning Board and the Environmental Advisory Board
- Conducts special projects as assigned by the City Manager
- Confers with department staff on special projects or problems of departmental administration
- Interprets zoning and land development codes, and proposes additions and revisions to the Land Development Code and other ordinances relating to same
- Meets with and answers questions of other members of the management staff, City Commission, outside agencies, and the public on items relating to departmental activities
- Obtains petitions for annexation of unincorporated property and prepares draft ordinances
- Supervises and guides the planning, building, and community improvement divisions
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

Bachelor's degree in urban planning, construction management, architecture or related discipline; supplemented by ten (10) or more years' managerial experience at the county or 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, and an American Institute of Certified Planners (AICP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of urban planning and economic development
- Advanced knowledge of planning, zoning, code enforcement, economic development, and construction practices, procedures, and regulations and of municipal ordinances
- Skill in Microsoft Office products (Word, Outlook, and Excel), Geographic Information Systems (GIS) and project management software
- Skill in providing good customer service
- Ability to effectively multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to organize work for timely completion
- Ability to delegate, manage, and supervise effectively
- 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

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without 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,

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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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date