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<b>JOB TITLE:</b>	ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES Class #4005	<b>PAY GRADE:</b>	9 salary pending commission approval	\$72,000 – \$108,000
<b>DEPARTMENT:</b>	DEVELOPMENT SERVICES	<b>ROLE &amp; LEVEL:</b>	P4	
<b>REPORTS TO:</b>	DIRECTOR OF DEVELOPMENT SERVICES	<b>FLSA STATUS:</b>	Exempt	

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**JOB SUMMARY:**

Assists in the management of contracts, including but not limited to, Code Compliance, Building Department and other special projects and activities and in the absence of the Director, acts as the final authority for certain decisions. Performs complex professional and technical work related to a variety of planning assignments for the Town of Lauderdale-By-The-Sea (LBTS). Manages complex planning studies, development applications and reviews consultant proposals. Reviews and processes complex comprehensive plan amendments, rezoning, annexations, site plans, plats. Work involves ensuring compliance with federal and state regulations, and city codes and ordinances for residential, multi-family, and commercial site installations, repairs and alterations.

Work is performed under nominal direction with considerable latitude in the use of initiative and independent judgment. Position develops solutions to non-routine issues, without appreciable guidance from others and exercises significant latitude in determining best approaches to critical assignments.

**EXAMPLES OF WORK PERFORMED:**

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. **Employees may also perform other duties as assigned.**

- Interacts with the elected officials and Town Management staff
- Exercises decision-making authority in areas including, but not limited to, plan approvals, revision approvals, permit fee approvals, and stop work orders for noncompliance
- Reviews and analyzes various plans and documents to determine regulatory and code compliance (i.e. building/construction site plans, architectural drawings, diagrams, blueprints, schematics, and specifications)
- Participates in departmental reviews of building plans
- Reviews and interprets codes and ordinances
- Provides support to various sections within the department regarding clarification and/or interpretations of codes and regulations
- Attends and gives presentations to the Town Commission and Boards, as directed

**ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES**

**Class #4005**

**JOB DESCRIPTION**



- **Supervision:**

- Schedules, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; makes recommendations regarding discipline and termination

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in urban planning, architecture, engineering or public administration; supplemented by at least (6) years of experience in a governmental planning department, including comprehensive work in code compliance; or an equivalent combination of education, certification, training, and/or experience.

Must possess, or be able to obtain, a valid State of Florida Driver License with an acceptable driving record.

FEMA/NIMS classes will be required according to your job duties and responsibilities.

**PREFERRED QUALIFICATIONS:**

Master’s Degree in urban planning, landscape design, architecture, engineering, or a closely related field and three (3) years of previous experience in a senior-level capacity in a governmental planning department including exposure to all facets of development services including but not limited to building, code compliance, and planning and zoning.

Certifications: American Institute of Certified Planners (AICP)

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of the principles, methods and practices of urban planning, community development and code compliance
- Knowledge of federal, state and local laws, ordinances and codes governing commercial, industrial, and residential building construction
- Knowledge of customer services principles, including the handling of upset and distressed people and ability to graciously assist members of the public under stressful conditions
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software



- Working knowledge and understanding of how to read construction plans and blueprints
- Skill in measuring and performing mathematical computations applicable to the work
- Skill in reviewing plans and provisions of the ordinances and codes to determine compliance with such regulations
- Skill in critical thinking for issues resolution and process improvement recommendations
- Skill in working independently and following through with assignments with minimal direction
- Skill in setting priorities that move projects through efficiently to achieve customer and quality objectives
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events
- Ability to provide training and guidance to staff in the more complex aspects of the work
- Ability to provide exceptional internal and external customer service to a variety of constituents
- Ability to enforce applicable codes and ordinances with firmness, impartiality, and tact
- Ability to prepare maps, charts, diagrams, and photographic materials for the visual depiction and presentation of information
- Ability to present findings and recommendations concisely and effectively, in oral and written form
- Ability to perform detail-oriented tasks in a high-volume work environment
- Ability to manage multiple priorities to ensure that deadlines are met
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- 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
- Ability to attend LBTS meetings and hearings outside of standard business hours



**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). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

**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. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

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**JOB DESCRIPTION**



The job description does not constitute an employment agreement between the Town of Lauderdale-By-The-Sea and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Lauderdale-By-The-Sea is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization 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 job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Name (print)

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Supervisor's Name (print)

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Employee Signature

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Supervisor's Signature

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Date

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Date