

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 287**

**ASSISTANT DEVELOPMENT SERVICES DIRECTOR**

**GENERAL**

This is highly responsible administrative work assisting the Director in planning, assigning, directing and reviewing the activities of professional, technical and clerical staff engaged in the compilation, analysis and interpretation of data and policies in the planning, zoning operations. Acts as the department director also overseeing the building inspection division in the absence of the Director. Work is performed under the general direction of the Development Services Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Assists in planning, evaluating and directing departmental policies, programs and operations through division supervisors.
- Assists with the preparation and implementation of division budgets and makes procedural and operational recommendations to City management through work plans.
- Assists in the formulation and administration of the City's Comprehensive Plan, City-Wide Master Plan and Land Development Regulations.
- Implements ongoing planning activities in the areas of public art, historic preservation, neighborhood initiatives and grant writing.
- Implements strategic initiatives including corridor studies, strategic planning.
- Provide assistance and information to the public regarding requirements for development.
- Plans and directs the activities involved in long range, comprehensive City planning and the review of proposed development.
- Plans and directs the activities involved in administering existing City codes related to planning and zoning.
- Evaluates division activities through a review of work plans, conferences and inspections.
- Clarifies planning issues for subordinates.
- Prepares and supervises land use planning data for the review, certification and inclusion in the Broward County Land Use Plan.
- Confers with individuals, citizen groups, business organizations, consultants, governmental agencies and other City departments and exchanges planning information on problems, changes or projections.
- Serves as a key advisor to and representative of the City on growth management and development activities.
- Recommends hiring, discipline and promotions.
- Ensures high productivity and high morale through team building and modern management techniques.
- Attends city commission, state, county, regional and local planning agency meetings as required.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles, practices and techniques of urban planning.
- Knowledge of building inspection regulations, zoning codes and licensing activities.
- Knowledge of Florida and Broward County comprehensive land use planning and development regulations.

- Skill in Microsoft Office.
- Ability to plan, direct and coordinate a wide range of planning, inspection, enforcement and licensing activities.
- Ability to supervise and provide training to subordinate personnel.
- Ability to create a positive image to the public relative to growth management and development programs.
- Ability to respond to citizen's complaints and inquiries in an impartial and professional manner.
- Ability to read and interpret city ordinances and related legal documents.
- Ability to supervise maintenance of complex administrative records.
- Ability to prepare and present complex reports.
- Ability to present ideas and findings clearly and concisely in oral and written form.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Urban Planning, Public Administration or a closely related field. Master's Degree and AICP certification is desirable. Five (5) years' experience in professional planning two years of which must have been in a supervisory or administrative capacity. Strong analytical, writing and verbal skills are required. Experience and knowledge of applicable computer applications is necessary. Demonstrated experience with complex project development review tracking and ability to supervise others.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev.** 09/22

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Classification:** 36/50

**Location:** Development Services

**GERS:** Regular Class