



Baker County Board of Commissioners

Community Development Director

Salary \$65,00-\$75,000 DOQ

JOB OVERVIEW

Performs professional and administrative work with the County's Planning, Zoning, Code Enforcement, Building and Economic Development activities. Incumbent exercises independent judgment in determining work methods within guidelines of the Baker County Land Development Code and comprehensive plan. The Community Development Director promotes the County in a positive light. Performs other work as requested by the direct supervisor, the County Manager.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in urban/regional planning, economic development, community development or a related field from an accredited college or university and two years of planning/zoning experience is required; **OR** Any Bachelor's degree with five (5) years experience in a Planning and Zoning Department of a government agency. Must have an approachable personality and the ability to learn quickly. Excellent typing and computer skills with ability to operate Microsoft applications, such as excel, outlook, and word proficiently. Must maintain a valid State of Florida driver's license. Applicants who possess a valid out of state driver's license must obtain the Florida driver's license within 10 days of employment.

CORE COMPETENCIES

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

REPRESENTATIVE DUTIES

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Researches issues and remains current on legislative matters related to planning and development, and answers inquiries regarding land use, zoning, and economic development.
- Reviews development reports and prepares and presents recommendations to Development Review Committee, the Land Planning Agency, and the Board of County Commissioners at their meetings.

- Coordinates activities with County staff, provides periodic reports to County officials and other agencies regarding development activities.
- Performs special studies, prepares reports, memorandum, and planning strategies to support department activities, as directed by the County Manager.
- Coordinates community development activities between the County and the public.
- Interprets and updates the Baker County Land Development Regulations and Zoning Codes and the Comprehensive Plan.
- Achieves strategic development goals for Baker County. Works with staff and various agencies to improve economic development opportunities for the County.
- Manages the Community Development Department including supervision of staff (both salaried and contracted), fiscal management, budget preparation, coordination of activities with other departments and the Board of County Commissioners.
- Must attend various evening meetings, prepare agenda packets and supporting materials and ensure proper minutes are recorded.
- Works with GIS staff to address the needs of the department and the public.
- Oversees County boards/committees related to departmental activities
- Works with real estate professionals, developers and the general public to ensure development activity enhances the vision of the community.
- Must ensure department compliance with State of Florida and local public notices requirements.
- Provide excellent customer service while addressing situations not defined by standard practice or established procedure.

This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.

JOB SPECIFIC COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Training will be provided. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of State laws relating to land development and legal procedures.
- Knowledge of the principles and practices of urban planning.
- Knowledge of the legal regulations of the conduct of activities of the Land Planning Agency, the Board of Adjustment and relevant statutory prerequisites.
- Knowledge of management and supervisory techniques.
- Skill in the transmittal of information, both written and oral.
- Ability to review, analyze and interpret data and complex plans.
- Knowledge of computer, word processing, spreadsheet software and the ability to learn multiple versions of specialty software.

- Ability to establish and maintain effective working relationships with other County departments, public agencies, the general public, boards and committees. Ability to be a team player.
- Ability to comprehend long range goals provided by State, Federal and/or local programs.
- Ability to make presentations in front of an audience.
- Ability to handle pressure and manage all department deadlines.
- Ability to speak, read, hear, see, and write the English language.
- Ability to read, write, and interpret technical reports.
- Ability to operate a motor vehicle in order to review site proposed for development action.
- Ability to use reasoning and comprehend technical materials.
- Ability to control and maintain a positive attitude and behavior when encountering stressful situations, such as uncooperative co-workers, oral presentations, or general public.