

MAJOR FUNCTION

This is a responsible managerial position directing all the operations of the Economic and Community Development Department. This position requires management of a considerable variety and volume of professional work concerned with City social services, neighborhood revitalization, code enforcement, housing inspection, fair housing, housing relocation and housing development. Work is performed under the executive direction of an Assistant City Manager and considerable independent judgment, discretion and initiative is exercised in carrying out the daily operations of the department with efficiency and effectiveness. The work is reviewed through reports, conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, directs, plans, coordinates, and instructs all divisions and personnel within the Economic and Community Development Department. Directs the preparation of the budget of the divisions of the department and makes procedural and operational recommendations to an Assistant City Manager. Inspects work performed within the Economic and Community Development Department. This position develops quality and productivity improvement processes to enhance services and effectiveness. Coordinates work activities and programs of the department with other City programs and projects. Develops and manages the capital operating budgets for all department expenditures. Prepares agenda items and makes presentations before the City Commission on policy and programs for City Commission action. Maintains and promulgates necessary departmental rules and regulations in accordance with City policies and procedures. Investigates and adjusts personnel problems that may arise from time to time. Ensures the department's compliance with the City's Fair Employment Practices Plan, equal employment opportunity requirements, and related federal and state laws. Prepares reports, correspondence and grant requests. Hires, transfers, promotes, discharges, and disciplines employees, also resolves grievances. Conducts performance evaluations and approves or disapproves merit increases. Administers federal grants and loans. Monitors contracts with social service agencies. Performs related work as required.

Other Important Duties

Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to policies, and procedures as appropriate. Attends and participates in conferences and meetings of department heads, the City Commission, and others. This position is responsible for working with and coordinating activities with a variety of community interest groups, community leaders and advisory committees to further the advancement of community development activities. Also performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of grant writing, program development and contract monitoring. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of Neighborhood and Community Services. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply them. Considerable knowledge of principles of supervision, training and performance evaluation. Ability to plan, direct, supervise, coordinate, organize, and inspect Economic and Community Development programs and activities. Ability to prepare written technical reports, estimates, and construction and cost records. Ability to plan, assign, instruct, review, and evaluate work assignments of technical and professional personnel. Ability to address civic organizations or other public or private groups on subjects relative to Economic and Community Development programs and projects. Ability to establish and maintain effective working relationships at the grassroots level with businesses, universities and private interests. Ability

to prepare, develop, and present Economic and Community Development plans and programs. Experience in planning and implementing successful affordable housing and community redevelopment projects. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communications skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in urban planning, sociology, social work, psychology, business or public administration or a related field and six years of administrative and managerial experience that includes community improvement, or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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