



CITY OF DeBARY, FLORIDA

Employee Job Description

GROWTH MANAGEMENT DIRECTOR

Department:	Position #103	Exempt:	Yes
Reports To:	City Manager	Pay Grade/Wage:	114
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

Under general and executive direction of City Manager, performs highly responsible work directing and coordinating the City's Growth Management Department using professional, creative and innovative methodologies; oversees the Planning Division, Building Division, and Neighborhood Improvement Division, Business Tax Receipts, and Construction Management.

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

DUTIES & RESPONSIBILITIES:

- Manages the development review process.
- Leads the Development Review Committee.
- Ensures the Business Tax Receipt process, building permits and liquor license applications meet zoning compliance.
- Works closely with applicants to ensure DRC recommendations are reflected in plans submitted for development review.
- Acts as a liaison between development community and the City Manager.
- Issues development orders for planned unit developments, site plans and subdivision plans.
- Establish and manage the Departments Strategic Plan.
- Reviews lot combinations and lot splits.
- Drafts, reviews, and recommends land development code, as well as code of ordinance changes to the City Council.



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- Oversees and assists the Planning Division customer service activities with land entitlement and development related questions via walk-in, phone and/or email requests.
- Oversees and assists the Planning Division with long range planning activities, department contracts and special projects.
- Applies for planning grants and administers all current grants as required.
- Oversees and assists with code enforcement activities and coordinates with the Neighborhood Improvement Officer.
- Participates in annual City budget with regard to planning and development operations.
- Attend various Volusia County and public agency meetings as staff liaison to ensure intergovernmental coordination with county and city development.
- Chair and schedule Development Review Committee meetings.
- Draft policy language and write ordinances.
- Manages procedures and processes amendments to the Comprehensive Plan
- Prepares and submits detailed staff development reports to City Council for action.
- Review and evaluates operations in terms of needs and effectiveness; recommends changes where appropriate. Coordinates, as necessary, with other City departments.
- Supervises the implementation and enforcement and acts as the official interpreter of the City's Land Development Code and environmental issues.
- Manage the City's Transportation, Environmental, Arborist, and Surveying Consultants.
- Carries out supervisory responsibilities in accordance with City policies and applicable laws; interviews and trains employees, plans, assigns and directs work of subordinate staff, and related employee development functions.
- Performs other related duties and functions as assigned.



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QUALIFICATION REQUIREMENTS:

Master's degree or equivalent in Urban and Regional Planning, Architecture, Landscape Architecture or a related field from an accredited college or university; and five (5) years related experience and training with minimum two years' supervisory experience or an equivalent combination of education and experience.

CERTIFICATES, LICENSES & REGISTRATIONS:

Professional Certification such as American Institute of Certified Planners (AICP) preferred.

KNOWLEDGE, SKILLS & ABILITIES:

Communication Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or City Council.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

WORK ENVIRONMENT/ADA:

Physical Ability: Work involves sedentary to light work in an office setting with occasional exposure to the outdoor environment. There is a frequent need to sit, stand, walk, drive and to occasionally lift moderately heavy objects (up to 25 pounds), and to work extended hours, including nights and weekends.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Signature

Growth Management Director

Employee Printed Name

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Date

December 2021