

City of Lake City, FL

Classification Description

Classification Title: COMMUNITY DEVELOPMENT ADMINISTRATOR

Pay Grade: 15

Department: Growth Management

FLSA Status: Exempt

General Description

Under general direction of the Growth Management Director, the Community Development Administrator performs a diverse variety of technical, financial and administrative functions in the areas of comprehensive planning, zoning, land use planning, and community redevelopment agency (CRA) programs. Administers grant funding programs including the Small Cities Community Development Block Grant (CDBG), Brownfields, and other miscellaneous grants; coordinates public/private partnerships with private sector entities including residential developers, businesses, nonprofit organizations and lending institutions; prepare and make presentations to Mayor and City Council, neighborhood organizations, business groups and non-profit organizations.

Essential Functions:

- Provides information and technical assistance in response to public inquiries regarding land use, zoning, platting, development applications and Community Redevelopment Agency (CRA) programs and other planning matters under the purview of Growth Management Department.
- Assists in the review of development applications including assistance in evaluation of site plans, rezoning, ordinance amendments, special use permits, variances and other proposals to determine application completeness, conformance with codes, plans, and other regulations.
- Directs and implements the look and production of all CRA products including publications, ads, website, collateral materials, and program initiatives.
- Coordinates and supports development of professional and business organizations, coordinating with outside financial and political organizations. Coordinates facility improvements and manages special events to further the City's economic and community redevelopment goals and objectives.
- Creates and coordinates projects and programs pursuant to the CRA Master Redevelopment Plan 2011.
- Coordinates and manages special community events independently or in partnership with other external agencies.
- Assists in preparing Growth Management and CRA annual operating budget and reports.

- Processes Zoning and Land Use Petitions and Annexation Applications to include preparing legal advertisements for public hearings, drafting resolutions and/or ordinances and ensuring compliance with the City's Comprehensive Plan.
- Maintains official records and term limit administration of the members of the Planning & Zoning Board, Board of Adjustment and Community Redevelopment Advisory Committee.
- Interacts directly with engineers/developers, zoning board members and City staff to ensure that site plans for proposed improvements are in compliance with all City departments and regulations.
- Participates in the development review process for compliance with the City's comprehensive plan and land development regulations.
- Manages and maintains the Land Management Software Database which interfaces vital information to the Utility Billing, Occupational License and Code Enforcement & Building Permit Software.
- Coordinates Community Development Block Grant and other grants.
- Assists in preparing administrative updates to the City's Comprehensive Plan.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems. Uses highly technical computer applications, such as GIS or CAD.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of modern personnel management practices;
- Ability to develop innovative ways of generating revenues for downtown initiatives;
- Skill in dealing with community groups and individuals; and
- Skill in developing subordinate staff to plan and carry out programs.
- Knowledge of Federal Housing and Community Development Program;
- Knowledge of current construction practices including legislation changes affecting local codes;
- Knowledge of private sector affordable housing and community development initiatives;
- Skill in use of a personal computer;
- Skill in public relations;
- Ability to work with all levels of city personnel tactfully and courteously;
- Ability to meet multiple deadlines;
- Ability to research and analyze data, situations, and to make recommendations; and
- Ability to interpret and communicate city policies and procedures, and ability to solve problems and be detail oriented.

Minimum Qualifications: Graduation from an accredited four year college or university with major course work in public or business administration marketing, planning, or a closely related field; four years of professional level experience managing a Redevelopment, Main Street, Downtown Business Improvement District, or similar program or any equivalent combination of education, training, and experience.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without a hearing aid)
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, Walking, Standing, Bending

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. I acknowledge and concur with the above description of my job.

EMPLOYEE SIGNATURE _____ DATE: _____