

**RESOLUTION NO. 26-04-07**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, REVISING THE TOWN CLASSIFICATION AND PAY PLAN TO AMEND THE JOB DESCRIPTION FOR THE POSITION OF COMMUNITY DEVELOPMENT DIRECTOR; PROVIDING FOR THE PUBLICATION OF AN UPDATED CLASSIFICATION AND PAY PLAN; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

**WHEREAS**, the Classification and Pay Plan is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

**WHEREAS**, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:**

**Section 1.** The foregoing recitals are hereby incorporated as if fully set forth herein.

**Section 2.** The Classification and Pay Plan is revised to amend the job description for the position of Community Development Director. A copy of the amended job description is attached hereto as Exhibit A.

**Section 3.** This Resolution shall become effective immediately upon adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Carey, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>Absent</u>	___
VICE-MAYOR ED DALY	<u>X</u>	___
COMMISSIONER CHUCK BALIUS	<u>X</u>	___
COMMISSIONER JEFF CAREY	<u>X</u>	___
COMMISSIONER PATRICIA OSTERMAN	<u>X</u>	___

The Town Commission thereupon declared the foregoing Resolution NO. 26-04-07 duly passed and adopted this 4 day of April, 2007.

TOWN OF LAKE PARK, FLORIDA

BY: Edward Daly  
PAUL W. CASTRO  
MAYOR

ATTEST:

Vivian Mendez  
Vivian Mendez  
TOWN CLERK



Approved as to form and legal sufficiency:

BY: Thomas J. Baird  
THOMAS J. BAIRD  
TOWN ATTORNEY

<b>COMMUNITY DEVELOPMENT DIRECTOR</b>
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**CLASSIFICATION CODE:** 115  
**PAY GRADE:** 24  
**DEPARTMENT:** COMMUNITY DEVELOPMENT

**CHARACTERISTICS OF THE CLASS:**

Under the administrative direction of the Town Manager, directly responsible for the administration, management and direction of the Community Development Department which includes construction plan review and inspections, planning, Code compliance, occupational licensure, and community redevelopment. Manages departmental budgets, personnel and all administrative aspects of this department. Responsible for promoting the attributes of the Town through contact with officials, citizens, media and business representatives. Develops and maintains database of Town demographics. Requires independent judgment and discretion in all matters pertaining to this department. Reports to the Town Manager. Performs related duties as directed when such duties are a logical and appropriate assignment to the position. This is an exempt position.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

1. Develops and coordinates plans and strategizes for growth and expansion of the economic base of the Town, and coordinates planning with town's management, elected officials, and business and civic leaders
2. Receives inquiries from businesses and citizens interested in establishing or expanding business in the Town; responds to specific requests for information regarding Codes governing suitability of areas of the Town for business and industry; makes oral presentations and conducts tours of the Town. Serves as the Town's liaison to developers and other business interests. Serves as liaison to and advises appropriate Town boards such as Planning and Zoning, Code Compliance, Historic Preservation, the Tree Board, the Local Planning Agency, and the Community Redevelopment Agency Board.
3. Reviews all development permits, requests and applications. Determines the completeness of development applications.

4. Responsible for planning, analysis and implementation of all elements of the Town's Comprehensive Plan.
5. Collects demographic, geographical, economic and other related data about the Town, investigates all issues related to establishing and maintaining business within the Town. Collects and maintains data necessary in competing for federal, state and local grant monies.
6. Manages the total operations of the Building Division, oversees the functions of inspections, plans review, contracts, cost estimates, Code interpretation and enforcement and licensure. Supervises employees performing these tasks, reviewing, guiding and evaluating their work.
7. Responsible for developing and implementing comprehensive economic community development programs.
8. Develops cooperative relationships with citizens, business representatives, civic leaders, and elected officials to ensure smooth functioning of all aspects of the Department.
9. Develops and writes Ordinances and Resolutions for approval by the Town Manager and Town Commission concerning community development issues, and develops the annual fiscal budget for the Community Development Department for approval by the Town Manager and presentation to the Town Commission.

## **REQUIREMENTS:**

### **A. Education and Experience:**

Bachelor's degree from an accredited college or university in Urban Planning Public Administration, Building Construction or similar related field is required. Must have a minimum of three years of managerial experience as a planner, community development director or similar position. Master's degree in Public Administration or related field and American Institute of Certified Planners (AICP) certification preferred.

### **B. Knowledge, Skills and Abilities:**

- Ability to meet and deal constructively with people from all facets of the public.
- Ability to judge observable, functional, structural or composite characteristics of data, plans and demographics.

- Ability to read, absorb, interpret and present for change a wide variety of statutes, codes, projects, reports, grants, and project proposals, and to apply principles of logical or scientific thinking to define, interpret and explain these types of documents. Must be able to communicate these concepts effectively to professionals and lay people.
- Ability to plan, organize, project and use initiative and judgment in the operations of the department.
- Basic understanding of the standard building, plumbing, gas and mechanical codes and the national Electrical Code or similar basic model codes relating to construction.
- Knowledge of codes and ordinances which govern building activities and certification and licensure of contractors.
- Knowledge of computer operations, PowerPoint, GIS, and network systems including the Microsoft Office Suite.
- Excellent writing, speaking and presentation skills.
- Ability to establish and maintain effective working relationships with departmental officials, associates, subordinates and the general public.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve limited physical activities, light lifting, standing and walking, and dexterity in use of hands, arms and fingers for the operation of a computer keyboard or other office equipment. Must be able to exert up to 50 pounds of force, to lift and carry moderately heavy loads up to 50 pounds. Work involves walking over uneven surfaces, bending, stooping, and working in confined spaces.

#### **ENVIRONMENTAL REQUIREMENTS:**

Tasks may require frequent exposure to adverse environmental conditions, and require form perception and discrimination.

#### **BLOODBORNE PATHOGENS:**

Category III – Minimal to No Risk Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.