

**CITY OF BELLE GLADE
CLASS DESCRIPTION
2000**

CLASS TITLE: DIRECTOR OF HUMAN RESOURCES

GENERAL DESCRIPTION OF CLASS

SUMMARY

The purpose of this class is to supervise staff and to provide highly responsible administrative and professional support to the offices of the Planning & Building and Community Redevelopment Agency Divisions. The responsibilities involve financial analyses and management, and a broad range of code and construction activities. This position will handle all aspects of the City's community development projects, planning and building, zoning and code enforcement activities. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to the City Manager through reports, conferences and public meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages and coordinates City improvement projects; coordinates with municipal staff, professional engineers, architects, and contractors on projects.

Develops long range plans and programs such as land development, economic development.

Coordinates issues with federal, state, regional, or local government.

Addresses issues raised by citizens, other staff agencies, public or private groups, or others; resolves issues or refers to other staff or agency for resolution.

Attends or conducts staff or executive meetings to exchange information; attends board meetings and sits on, or chairs committees; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

Oversees the collection and maintains of information to support periodic and special reports and studies related to City activities and events.

Manages, supervises, coordinates, researches and analyzes planning, zoning, building, affordable housing, and code enforcement programs and activities.

Interprets provisions of the various land use and local, county, state and federal construction codes, City Resolutions, Ordinances and City's Charter.

Coordinates planning activities relative to the development and implementation of the City's Comprehensive planning program operations.

Directs review and presentation of petitions for code variances before the planning and zoning board and code enforcement hearings, etc.

Directs staff involvement with the various planning and land use, code enforcement, and citizen participation boards relative to the department.

Represents the planning and land use, code enforcement, and citizen participation boards relative to the department at the various meetings.

Reviews and evaluates special studies, environmental impact statements, zoning petitions and zoning code amendments;

Oversees the proper development of the land use plan; safeguards against the improper use of land development.

Interprets complex zoning petitions; reviews complex physical site plans;

QUALIFICATIONS

Thorough knowledge of the City's land use regulations, rules and procedures;

Thorough knowledge of all other applicable regulations and administrative and procedural requirements pertaining to the area of responsibility;

Thorough knowledge of the principles of supervision, organization and administration.

Ability to read and interpret building plans, site plans, development plans, aerials, land use maps and specifications relating to regulation requirements in area of responsibility and translate the same.

Ability to communicate effectively, orally and in writing, submit reports and maintain regulatory records.

Ability to supervise, train and direct the work of subordinates.

EDUCATION and/or EXPERIENCE

Graduation from an accredited college or university with major course work in Planning, or closely related field; (5) five years of experience in the enforcement of land use and code regulations; including (3) three years of experience in the supervisory aspects of management level personnel; or any combination of related training and experience.

LANGUAGE 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 boards of directors.

MATHEMATICAL SKILLS

Ability to research, analyze, and evaluate new service delivery methods and techniques. Prepare and administer large program budgets; prepare clear and concise administrative and financial reports.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid State Driver's License

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, spread sheets, GIS, and various other software; motor vehicle; calculator; telephone; copy, printer, and fax machine.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

Requires light to medium work that involves walking or standing some of the time, exerting up to 20 pounds of force on a recurring basis, and some skill and adeptness in the use of fingers, hands and limbs in tasks involving close tolerances and accuracy.

ENVIRONMENTAL HAZARDS: Environmental hazards refers to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job risks exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, disease/pathogens, and toxic/caustic chemicals.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS: Judgments and decisions refers to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

ADA COMPLIANCE

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.