

City of Fernandina Beach
Job Description

Title: Community Development Director
Department: Community Development
FLSA Status: Exempt
Reports to: City Manager
Pay Grade: 142

Minimum Qualifications

- A. Education and Experience:
Bachelor's Degree in Engineering, Public Administration, Construction Technology, Planning, or related field with five (5) years experience with a city and/or county in an engineering/planning/building position required. Master's degree is preferred. Three (3) to five (5) years experience in a management capacity to include interpersonal skills, customer service, fiscal management and supervisory skills. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:
American Institute of Certified Planners certification preferred. Valid Florida driver's license required.
- C. Knowledge, Abilities, and Skills:
Working knowledge of Chapter 163, F.S., Florida Building Code, GIS applications, best management practices, concurrency management, comprehensive plan and land development regulations, and code enforcement procedures. Must possess excellent written and verbal communication skills.

General Description

The Community Development Department is composed of the Planning, Zoning, Building and Code Enforcement Divisions. The Director is responsible for creating an atmosphere wherein the entire Department works, acts and speaks in a unified manner. Further, that the Department works both internally, and with customers, to provide an excellent level of service and accomplish the goals and objectives of the City. The Director is responsible for establishing a short and long range work plan for the entire Department and ensuring that all permitting and enforcement is conducted in a professional and efficient manner to achieve the performance goals of both the Department and the City.

Essential Functions

1. Directs and coordinates staff work assignments on a daily basis that are related to the Building, Planning, and Code Enforcement Divisions.
2. Develops and implements departmental policies and procedures to improve the efficiency and credibility of the department.
3. Prepares and monitors departmental budget.

