

**JOB ANNOUNCEMENT**  
**City of Treasure Island, Florida**

**TITLE OF POSITION:** Asst. Community Development Director  
**VACANCY DATE:** May 17, 2018  
**SALARY:** \$63,268 - \$94,903  
**CLOSING DATE:** 06/01/2018

**CITY OF TREASURE ISLAND**  
**JOB DESCRIPTION**

**JOB TITLE:** ASST.COMMUNITY IMPROVEMENT DIRECTOR **GRADE:** E

**DEPARTMENT:** COMMUNITY IMPROVEMENT **SALARY:** \$63,268 - \$94,903

**GENERAL DESCRIPTION:**

Highly responsible position which organizes and supervises the timely processing of all steps of the permit application process through building, civil engineering, zoning and fire and the subsequent building, civil engineering and fire inspection service functions, in a manner that demonstrates a commitment to solutions and decisions that collaboratively foster a positive customer service environment. . Monitors complaints of unsafe conditions relative fire, building, and / or civil engineering inspection – whether associated with a permit or not. Work is performed under the general supervision of the Community Improvement Director. Supervision is exercised over all department personnel.

**ESSENTIAL JOB FUNCTIONS:**

1. Ensures the department provides a customer centric services.
2. Monitors the scheduling of all civil engineering and building plan reviews, inspections, and “compliance re-checks”
3. Coordinates fire inspector plan reviews and fire inspections of remodeling projects and new construction of multiple unit (3 living units or greater) buildings and commercial structures with Fire Department.
4. Coordinates unsafe building complaints requiring fire, building, and code inspection and monitors compliance requirements and city code enforcement actions.
5. Advises and serves as an information source to inspectors, contractors, and the public on permit and inspection matters, as well as, land development regulations / building / fire / floodplain code interpretation.

6. Provides quality control review relative to permit issuance, building plan reviews, civil engineering decisions, flood elevation certificates, V-zone certificates, acceptance of surveys, certificates of completion, certificates of occupancy, etc. for compliance with City codes and ordinances.
7. Oversees the activity of the permit counter which accepts permit submittals, issues building permits, collects fees, and confers with public on their application.
8. Recommends land development code revisions
9. Assists in the preparation of the division's budget.
10. Interprets building, fire, flood regulations and land development regulations.
11. Assists in the development and implementation of inspection and permit processing policies and procedures.
12. Serves as lead employee for the implementation of the new GIS based - computer system.
13. Serves as acting manager in the absence of the Community improvement Director
14. Performs related work as required.
15. Serves in a staff position as a "confidential" employee.

(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.)

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must exercise considerable independent professional judgment and initiative in solving problems through the application of a thorough knowledge of the City's code, policies and practices.
- Ability to establish and maintain effective working relationships with City employees, elected officials, contractors, consultants, city residents as well as other local, state, regional, and federal agencies.
- Ability to recognize problems and develop creative and unique solutions, and skill in obtaining agreement and commitment to solutions and decisions.
- Knowledge and training in supervisory and leadership practices and procedures.
- Training and experience in job safety requirements for areas of responsibility.
- Ability to communicate clearly and concisely, orally and in writing.
- Skill in the use of computerized system applications and personal computer software applications.
- Ability to maintain information on a "confidential" basis.
- Excellent leadership, coaching, mentoring and people skills as well as excellent organizational skills.
- Thorough knowledge of laws and ordinances governing planning, development and zoning processes.
- General knowledge of the principles and practices of building design and construction.
- General knowledge of building construction codes.

- Ability to effectively communicate development plans to the public, private developers, City management and elected officials.
- Ability to manage, direct and supervise professional and clerical staff.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited four year college or university with a Bachelor's Degree in Planning, Engineering, or Architecture or a related field. Five years of experience as a plans reviewer and / or building inspector; inclusive of supervisory and/or administrative responsibilities.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Valid Florida Driver's License.

A.I.C.P. preferred.

International Conference of Building Officials (ICBO) or Florida Building Code as a building inspector and/or plans reviewer preferred.

Certified Floodplain Manager preferred.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access, input and retrieve information from a computer.
- Ability to lift 20 pounds.

**ENVIRONMENTAL CONDITIONS:**

Work is performed primarily in an office environment with moderate noise levels. The employee in this class is frequently subject to inside environmental conditions which provide protection from weather conditions but not necessarily from temperature changes and is occasionally subject to outside environmental conditions.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)