

Town of Fort Myers Beach
Fort Myers Beach, Florida
Job Description

POSITION: Zoning Coordinator

DEPARTMENT: Community Development

POSITION SUMMARY

This is highly responsible work providing leadership and direction in the department coordinating long-range planning and zoning with buildings permitting and inspections, code enforcement and licensing functions, development (site plan) review, environmental planning and permitting and the fiscal/clerical "pools". The coordinator makes recommendations to the department Director, Town Manager, Local Planning Agency and the Town Council regarding current growth management and land development projects and issues; propose changes and programs to the director and Town Manager for the future direction of the Town in balancing growth with quality of life and citizens' desires. Work involved responsibility for providing administrative leadership to carry out the goals and objectives of the programs. Required to exercise independent judgment and initiative. Work is subject to review by the director for adherence to Town goals and objectives.

ESSENTIAL JOB FUNCTIONS

- Recommends to the director: policies, regulations and directives to increase the efficiency and effectiveness of the Town's zoning and growth management administration.
- Reviews projects for comprehensive plan and zoning compliance and initiates new programs as needed and conducts studies and surveys as an aid to recommending relevant decisions.
- Plans, directs and coordinates the zoning responsibilities of the department; organizes and directs the planning and zoning programs; organizes, trains and coordinates internal operations of personnel; evaluates work performances; implements employee in-service training programs.
- Assists the director in preparing budgets, maintaining monetary controls and accounting for appropriations; develops policies and procedures for zoning administration.
- Advises the director on changes in laws or developments affecting planning, zoning and community growth management.
- Coordinates and maintains effective working relationships within the department with other departments of Town government and with members of the general public, Town Council-approved committees, building and development industry and federal, state and local agencies, officers and officials.
- Performs other duties as assigned by the director.

(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 duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from an accredited four-year college or university with a Master's degree in planning, geography, building science, public administration, engineering or related field and one year of responsible professional experience in community planning and development. Previous supervisory experience preferred. Possession of a valid Florida Class "E" Driver's License with an acceptable driving record is required. Must attain AICP and CFM certifications in a mutually acceptable timeframe after employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of land use planning and development.
- Knowledge of local community development codes, ordinances, zoning standards and public management practices.
- Ability to plan, develop and coordinate a comprehensive zoning program.
- Ability to assist in the preparation, administration and monitoring of a budget.
- Ability to think independently, excellent verbal and written skills, interpersonal and cognitive skills, technical knowledge and basic knowledge of legal issues and cases.
- Knowledge of computer software and related programs.
- General knowledge of surveying, environmental protection, development, and construction related regulations and practices
- Ability to speak to large groups effectively
- Ability to read and comprehend legal descriptions, technical reports, site plans, architectural, construction, and other plans.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed mainly inside in an office environment.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

9/2008

The following position in the Department of Community Development is open until filled. All applicants should submit a cover letter, resume, and completed Town application by post, e-mail or in person to:

**Town of Fort Myers Beach
ATTN: Lisa Kolar
2523 Estero Boulevard
Fort Myers Beach, FL 33931
Lisa@fortmyersbeachfl.gov**