



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

**CLASS TITLE: CLASS TITLE: EXECUTIVE DIRECTOR,
DEVELOPMENT AND PLANNING SERVICES BUSINESS CENTER**

CLASS CODE: 31841

EEO Code: 01

FLSA: Exempt

W/C Code: 8810

Pay Grade: 18

MAJOR FUNCTION(S)

This is professional work responsible for the activities related to Planning and Development Services. Planning will include comprehensive planning, critical areas planning, community/neighborhood planning, and development, capital improvement planning and coordination, impact fee development and maintenance, concurrency system development and maintenance, and housing development and rehabilitation. Development Services will include administration, interpretation and application (enforcement) of land development regulations, zoning, building, permitting, environmental codes and ordinances and other County code enforcement or code compliance including on-site and off-site inspections, contractor licensing, concurrency management and collection of fees and central cashier's function.

TYPES OF DUTIES

- Advocates the County's mission, vision and programs of the County organization and support of the community.
- Responsible for the overall leadership, management and administration and all other activities assigned to the Business Center. Provide vision, management, strategic planning and leadership including empowering and developing employees. Actively participates in the Business Center's annual strategic business and action plans.
- Promotes and utilizes state-of-the-art technology, latest/best practices in the field for the benefit of the County and the public.
- Cooperates and works effectively with other Business Centers providing support and resources to reach common goals and objectives enabling the County to meet its mission
- Promotes excellence, efficiency, innovation, openness, teamwork, continuous quality improvement by striving to continually reevaluate, rethink and question processes, procedures and methods that affect the efficiency, quality and cost of services.
- Accountable for overall financial stability and cost containment of the Business Center by minimizing operating expenses while providing optimum customer service and minimizing legal exposure.

JOB BASED COMPETENCIES (Specific for position)

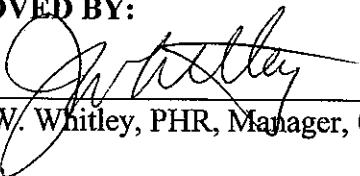
- Knowledge of principles and theory of public administration including human resource management and fiscal management.
- Knowledge of organization and administration of governmental organizations.
- Knowledge of policy and procedure development and implementation.
- Knowledge of current trends, resources, legislation and funding sources related to business.
- Ability to be persuasive, diplomatic and imaginative in resolving issues.
- Ability to establish and maintain effective working relationships.
- Ability to adeptly handle multiple priorities, problems, and demanding situations.
- Ability to communicate effectively verbally and in writing.
- Ability to be creative and proactive, politically sensitive.
- Ability to envision the future, while remaining focused on present demands.
- Possession of strong planning and organizational skills.
- Exercises Sound Financial Judgment
- Promotes Continuous Innovate Learning
- Improves Process and Builds Capacity
- Champions for Customer and Community and is a Team Player

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or a related field, and eight years of professional experience in an administrative or management position.

A Master's Degree from an accredited college or university in Public Administration, Business Administration, or a related field may be substituted for one year of the required experience. Progressively responsible professional experience as described herein may be substituted on a year-for-year basis for the required college degree.

APPROVED BY:



Joanie W. Whitley, PHR, Manager, Compensation and Performance Management

DATE:

3/11/05

Retroactive to 11/1/2004