

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DEPARTMENT HEAD – GROWTH MANAGEMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, direct and oversee the programs, services, staff and resources of the Growth Management Division (GMD), which provides for planning, engineering, construction, and maintenance of County transportation systems and roads, the implementation and maintenance of stormwater management systems, community planning and development, building permitting, code enforcement, utility franchise regulations, and natural resources management. Work involves establishing Division work plans, goals and objectives; providing direction and guidance to subordinate directors and staff; overseeing the allocation of Division budgets and resources; monitoring division operations; and evaluating Division performance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Establishes strategic plans, goals and objectives for the Division. Ensures the Division's strategic plans support the broad County mission, goals and objectives. Provides direction and oversight to subordinate directors regarding individual department work plans; and ensures the departments work together to maximize Division performance and the use of resources. Serves as a member of the Executive Management team, making large-scale strategic decisions.

Develops benchmarks and performance measures for the Division; monitors and evaluates the programs, services and operations provided by the Division; and identifies performance shortcomings and accomplishments. Identifies and directs the implementation of changes in work plans, priorities, resource allocation, policies, and procedures as needed to improve Division work products and performance. Ensures all Division programs, operations and services comply with applicable County, state and federal regulations, statutes, ordinances and policies, and that the Division is meeting the needs of the community.

Supervises assigned clerical staff and Department directors. Performs a variety of administrative duties associated with supervising staff, to include hiring, assigning work, providing guidance and direction; evaluating performance, and taking disciplinary action as necessary.

Directs the allocation of Division resources. Oversees and provides guidance to subordinate directors regarding the development of individual department budgets and their incorporation into the Division-wide budget; directs the allocation and expenditures of the approved Division budget; and reviews and submits budget amendments as necessary.

Coordinates the Division activities with other Divisions, external agencies, consultants and contractors, and the public. Establishes and maintains work relationships which are collaborative, responsive and effective.

Represents the Division to Board of Commissioners, elected officials, and County Manager. Approves all executive summaries, development orders, contribution agreements, transportation impact fees, budget amendments, plan unit development, supplemental work orders and other documents being submitted and/or presented to the Board of County Commissioners. Provides activity and status reports, updates, study findings, and recommendations to the Board

regarding Division operations, programs and services. Provides guidance and advice regarding Transportation issues and related ordinances, policies and procedures, as well as community development plans, programs, services and related issues. Drafts new legislation and/or County ordinances as appropriate.

Represents the County to state and federal officials, local businesses, community organizations, citizen groups, environmental groups, the media, and the general public. Provides information regarding Transportation plans, current and future projects, and operations and services, as well as community development projects, operations and services. Obtains information regarding the Division's performance, community transportation needs, etc. Responds to inquiries, concerns and/or complaints that cannot be resolved by subordinate managers.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Develops and edits correspondence and reports pertaining to Division plans and operations.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Master's degree in planning public administration, business management, or a related field; supplemented by nine years of progressively responsible experience transportation planning or in planning and managing community development programs, resources and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements to drive a County vehicle as provided in CMA 5805. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.