

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: SUPERVISOR – PLANNED UNIT DEVELOPMENT
(PUD) MONITORING**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage and oversee activities associated with the monitoring of Planned Unit Developments (PUDs) in Collier County as required by the Collier County Land Development Code and Florida State Statute, which direct the verification of intensity and density of development; ensures timely development and verifies the compliance with development commitments as specified in PUD Ordinances, Developer Contribution Agreements, Development Orders and Land Development Code.

Oversees, directs and evaluates all responsibilities of the assigned professional, technical and clerical staff involved in the Planned Unit Development (PUD) Monitoring Program. Prepares and presents Land Development Code amendments related to monitoring activities.

Manages the PUD Audit Program; oversees auditors, compiles audit findings, determines compliance status, presents findings to the Board of County Commissioners (BCC) at bi-annual workshops and makes recommendations to the BCC.

Manages the Pre-Turnover Notification Program which requires developers to verify compliance within a PUD or a portion of a PUD.

Manages the inspection reporting program whereby reports are submitted and reviewed in association with the Stormwater Management Facility Impact Maintenance Program.

Organizes and conducts the bi-annual Property Owners Association Presidents' Meeting and prepares, publishes and distributes the PUD Quarterly newsletter.

Facilitates the needs of homeowners associations during turnover of PUDs from the developers to the associations including the administration of the pre-turnover developer notification and the development permit verification program. Organizes and conducts meetings educating homeowners associations on the limitations and responsibilities of private and public commitments; directs associations to other resources.

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.

Supervises and directs staff in the preparation and presentation of biannual reports to the BCC; submits Land Development Code amendments as needed and as directed by the Board of County Commissioners; initiates, plans, organizes and manages contracts held by consultants, determines level of compliance within PUDs and authorizes Code Enforcement action.

Supervises and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; assists in the selection of new employees; provides training; attends meetings and conveys information to other employees.

Oversees daily work activities; organizes, prioritizes, and assigns work; monitors and follows up on status of work in progress and reviews completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Completes all facets of annual monitoring for all of the County's Planned Unit Developments (PUDs) to ensure compliance with PUD Ordinances, Developer Contribution Agreements, Development Orders, the Land Development Code and all applicable policies and procedures. Consults with Federal agencies, as needed, Department Directors and State agencies to complete compliance efforts.

Prepares and conducts PUD Audit Program workshops for the Board of County Commissioners, consisting of presenting findings reports, compliance issues, and staff initiatives to improve business systems and reporting the results of outreach program efforts.

Manages the staff that updates report forms, distributes submittals/reports to county staff reviewers and issues notification letters; evaluates submittals/reports, reviews the reports for sufficiency and accuracy of information and meets with reviewers to discuss their comments/inputs in order to ensure compliance; compiles findings, creates findings, reports, monitors and follows up on all non-compliance issues. Meets with owners/agents/developers to discuss compliance issues and possible solutions.

Plans for and conducts site visits/meetings to determine site conditions and to provide an overview of the geographic, demographic and environmental conditions of certain areas of the County which reflect the expressed needs of different areas of the County. Records findings and offers suggestions for resolution of any issues.

Oversees the professional, clerical and technical support of the monitoring process such as the maintenance of electronic and hard copy files for all reports, the filing of all correspondence, the development of meeting minutes and the response to calls and emails generated by the monitoring procedures, Developer Commitment Agreements and/or compliance agreements between owners/developers and the County.

Directs the tracking of the local and state time limits for PUD sunset and DRI Development Order (DO). Communicates to owners and developers when dates approach and takes appropriate action by providing notice of non-compliance and reporting of violations to Code Enforcement when those time limits and DOs expire.

Organizes and conducts PUD turnover meetings for ad-hoc homeowners associations; provides and explains current governing ordinances, State statutes and developer commitment agreements; addresses issues and concerns; provides any additional assistance that may promote a smooth and effective turnover process.

Manages the developer pre-turn over notification program; receives turnover notification pursuant from LDC from developers and directs staff to verify developers' submittals and to prepare a final compliance report.

Assigns, manages and oversees the Board directed Audit Program; directs staff to create audit review packet, advises and oversees auditors, compiles findings, prepares reports to Board of County Commissioners (BCC) and presents findings and recommendations to BCC at quarterly workshops.

Manages and monitors the inspection reports provided by developers to report the operational functionality of their stormwater system as required by the Stormwater Management Facility Impact Maintenance Program. Provides

notifications, reviews reports and distributes documents and findings. Maintains records for reporting and compliance with the National Pollutant Discharge Elimination Systems (NPDES).

Organizes and oversees the bi-annual Property Owners Association Presidents' meetings. Serves as main point-of-contact and resource for all Home Owners Associations (HOAs) and Property Owners Associations (POAs). Provides information about current county initiatives and programs and those of other agencies (e.g. South Florida Water Management District).

Reviews and analyzes proposed Land Development Code (LDC) amendments to obtain an understanding of the amendments' affects upon the monitoring program and process. Modifies the monitoring process if required.

Assists in the analysis of the monitoring process to determine, with IT, which automation alternatives would be most effective and efficient.

Designs and develops proactive educational/outreach programs that address the issues and concerns of HOA/POA groups. Researches information and writes, edits and publishes the PUD Quarterly newsletter distributed to all HOA/POA groups. Communicates to property owners using other media such as meetings, correspondence, DVDs and the website.

Provides information/progress reports and answers questions from federal, state and other local agencies (e.g. Southwest Florida Regional Planning Council and South Florida Water Management District), division and County management, staff, the BCC, consultants and members of the public, including walk ins.

Researches, develops and submits a variety of reports including a weekly status report, the PUD monitoring report, findings letters, etc. Prepares and/or receives a variety of forms, logs, requests, records, reports, correspondence, and other documents associated with daily responsibilities of this position; reviews, completes, processes, approves, forwards, maintains, and/or takes other action as appropriate; prepares and maintains files and records.

Operates a computer, printer, telephone, facsimile machine, copier, engineer's scale, architect's scale, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Types reports and letters; faxes and photocopies documents.

Creates and maintains PUD owner address information for use in notifications and correspondence.

Answers the telephone; routes calls to appropriate parties.

Maintains records.

Organizes meetings.

In the event of 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.

Performs other related duties as required.

MINIMUM QUALIFICATIONS: Bachelors degree in Urban Planning, Business Management or Sociology, or a closely related field; three to five years of experience performing land use analysis and/or zoning administration, with supervisory and management experience; 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to perform in a supervisory capacity.

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 a wide variety of reference, descriptive, advisory and/or design data and information.

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 with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of conceptual systems usually involving frequently changing conditions and problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable or verifiable criteria.

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 work station.

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

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as wetness, humidity, temperature extremes, traffic hazards, bright/dim lights, or animal/wildlife attacks.

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.