



BOARD OF COUNTY COMMISSIONERS
DESOTO COUNTY

Human Resources Department
201 East Oak Street
Arcadia, Florida 34266
Telephone (863) 993-4808
Fax (863) 993-4708
Drug-Free Workplace

REQUISITION #24-21

RECRUITMENT NOTICE

As an employer, DeSoto County will not permit discrimination because of race, color, handicap, creed, religion, ancestry, national origin, sex, age, marital status, or political affiliation. We make every effort to employ best-qualified individuals. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Laws of Florida.

POSITION:	DEVELOPMENT SERVICES DIRECTOR
POSITION #:	90136
DEPARTMENT:	DEVELOPMENT
SALARY RANGE:	\$71,871.15 – \$111,400.28
OPENING DATE:	MARCH 27, 2024
CLOSING DATE:	OPEN UNTIL FILLED

GENERAL DESCRIPTION:

A hands-on day to day position that oversees all the functions related to building, planning and zoning, animal services and code enforcement including management, administration and supervision of staff and activities assigned to the Development Department. Work is performed under the administrative direction of the County Administrator.

ESSENTIAL JOB FUNCTIONS:

1. Directs and coordinates staff work assignments related to Building Permitting and Inspections, Planning and Zoning, Code Enforcement, Engineering, and Animal Control.
2. Develops and implements departmental policies and procedures.
3. Prepares and presents agenda items in compliance with County's Code of Ordinances, Comprehensive Plan, and Land Development Regulations for County Commission including recommendations for additional code revisions or requirements to existing codes/regulations.
4. Responsible for the Comprehensive Plan, Land Development Regulations and special studies and amendments thereto. Administers the documents with forms, information, maps, research, reports, and processing of changes. Make presentations to the Public, Planning Commission and Board of County Commissioners as necessary.
5. Confers, corresponds, and meets with the public, permit applicants, and other department heads to resolve development and code-related issues and helps to facilitate development activities.
6. Administers routine and special personnel actions in accordance with County policy and procedures.
7. Interprets, and coordinates pre-permitting activities and all other development related activities.
8. Reviews development related applications for consistency with the Comprehensive Plan, Land Development Regulations and DeSoto County Code of Ordinances.
9. Prepares and monitors annual departmental budgets.
10. Maintains good working relationships and coordination between the department and other departments of County Government, members of the public and federal state and local agencies, officers and officials.

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(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:

- Knowledge of role of local government in land development review.
- Knowledge of community, comprehensive (advanced, current) planning principles, procedures, processes, and relevant Florida Statutes.
- Knowledge of Code Enforcement processes.
- Knowledge of laws related to animals and animal control.
- Knowledge of modern management techniques.
- Ability to facilitate meetings and guide groups to identify and accomplish goals.
- Ability to effectively lead and manage an organization.
- Ability to innovate and implement plans and programs.
- Skills in use of a personal computer and typical Microsoft Office product suite (e.g., Microsoft Word, Excel, Power point, etc.)

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year College or University with a degree in Urban Planning Architecture, Geography, Environmental Science, Engineering, Geographic Information Systems, Construction, or a related field. Master's degree in urban planning, Public Administration, Management, or a related field preferred. Five (5) years' experience in management or a supervisory position in planning and development.

A comparable combination of training, education, and experience which provides the requisite knowledge, skills, and abilities can be substituted on a year-by-year basis for the minimum qualifications

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

AICP Certification

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

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

TO APPLY VISIT: www.desotobocc.com or www.employflorida.com