



## **Baker County Board of Commissioners**

(Planning/Zoning) Community Development Director

### **JOB OVERVIEW**

The Community Development Director is the chief Planner for Baker County. He/she performs professional and administrative work in Planning and Zoning division; and provides supervision and oversight of the Housing, Code Enforcement and Building activities. He/she interprets and implements the Land Development Code, land use, zoning, and Comprehensive Plan. The County has adequately trained staff in the Housing and Code Enforcement areas. The Building division is outsourced to a consultant. This job is an excellent opportunity for a Planner looking for career advancement who can lead a small rural county in future development. Under the oversight of the County Manager.

Hiring of this Department Head position shall rest with the Baker County Board of County Commissioners.

### **MINIMUM QUALIFICATIONS**

Completion of a bachelor's degree program in urban/regional planning, economic development, community development or a related field from an accredited college or university and two years of planning, zoning, or building experience.

OR

A bachelor's degree in any field with five (5) years experience in a Planning and Zoning department of a government agency.

Any combination of equivalent education, training, and experience will be considered. Recent college graduates with internship hours in a Planning and Zoning department will be considered.

Must maintain a valid State of Florida driver's license. Applicants who possess a valid out of state driver's license must obtain the Florida driver's license within 10 days of employment.

Salary \$50,000-\$60,000 depending on experience.

### **ABOUT BAKER COUNTY**

Widely recognized for its exceptional quality of life and low cost of living, Baker County is a diverse community filled with an abundance of natural beauty, bountiful in resources and a strong, capable spirit. Home to a culture of good neighbors and strong faith, Baker County blends its values with innovation, agriculture and industry and with its close proximity to transportation hubs and the city of Jacksonville, it makes living and working here appealing to industry, visitors and residents alike. It's also only a short distance from the beaches on the Atlantic Ocean! The county borders the state of Georgia. There are 585 square miles in Baker County and has a population of 27,500. Baker County is growing rapidly due to its prime location. The climate in Northeast Florida is mild with plenty of sunshine.

One of Baker County's more unique advantages is small town atmosphere with big city convenience. All of the cultural, educational, recreational, and professional opportunities of a large metropolitan area are only thirty minutes away in Jacksonville. Baker County today is a thriving

progressive county with an excellent school system, updated medical services, an abundance of recreational facilities, a variety of churches representing almost all denominations, and a knowledgeable business community.

We invite you to come and experience our southern charm, slower-paced lifestyle, and affordable living. (New single family homes are selling for \$200,000).

## **CORE COMPETENCIES**

- **Customer Commitment** - Proactively seeks to understand the needs of our customers and provide the highest standards of service.
- **Dedication to Professionalism and Integrity** - Demonstrates and promotes fair, honest, professional and ethical behaviors that establishes trust throughout the organization and with the public we serve.
- **Organizational Excellence** - Takes ownership for excellence through one's personal effectiveness and dedication to the continuous improvement of our operations.
- **Success through Teamwork** - Collaborates and builds partnerships through trust and the open exchange of diverse ideas and perspectives to achieve organizational goals.

## **REPRESENTATIVE DUTIES**

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform one or more of the activities described below.

- Researches issues and remains current on legislative matters related to planning and development, and answers inquiries regarding land use, zoning, and economic development.
- Reviews development reports and prepares and presents recommendations to the Land Planning Agency and the Board of County Commissioners at their meetings.
- Coordinates activities with County staff, provides periodic reports to County officials and other agencies regarding development activities.
- Performs special studies, prepares reports, memorandum, and planning strategies to support department activities, as directed by the County Manager.
- Coordinates community development activities between the County and the public.
- Oversees the State Housing Initiatives Partnership program (S.H.I.P) for Baker County.
- Updates and oversees the County's Comprehensive Plan and its implementation.
- Interprets the Baker County Land Development Regulations and Zoning Codes and the Comprehensive Plan.
- Achieves strategic development goals for Baker County. Works with staff and various agencies to improve economic development opportunities for the County.
- Manages the Community Development Department including supervision of staff (both salaried and contracted), fiscal management, budget preparation, coordination of activities with other departments and the Board of County Commissioners.
- Must attend various evening meetings.
- Works with GIS staff to address the needs of the department and the public.
- Oversees County boards/committees related to departmental activities

- Works with real estate professionals, developers and the general public to ensure development activity enhances the vision of the community.
- Provides assistance or coverage to other employees as needed.
- Provide excellent customer service while addressing situations not defined by standard practice or established procedure
- Performs other work as requested.

***This classification description is not intended to be, nor should it be construed as an all-inclusive list of the duties associated with a particular position. Management may require incumbents to perform job duties other than those contained in this document at any time.***

## **JOB SPECIFIC COMPETENCIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of State laws relating to land development and legal procedures.
- Knowledge of the principles and practices of urban planning.
- Knowledge of the legal regulations of the conduct of activities of the Land Planning Agency, the Board of Adjustment and relevant statutory prerequisites.
- Knowledge of management and supervisory techniques.
- Skill in the transmittal of information, both written and oral.
- Ability to review, analyze and interpret data and complex plans.
- Knowledge of computer, word processing, spreadsheet software and the ability to learn multiple versions of specialty software.
- Ability to establish and maintain effective working relationships with other County departments, public agencies, the general public and boards and committees. Ability to be a team player.
- Ability to comprehend long range goals provided by State, Federal and/or local programs.
- Ability to make monthly presentations in front of an audience.
- Ability to meet deadlines.
- Ability to speak, read, hear, see, and write the English language.
- Ability to handle the pressure of deadlines.
- Ability to read, write, and interpret technical reports.
- Ability to operate a motor vehicle in order to review site proposed for development action.
- Ability to use reasoning and comprehend technical materials.
- Ability to control and maintain a positive attitude and behavior when encountering stressful situations, such as uncooperative peers, oral presentations, or when encountering necessary deadlines.