
FLORESVILLE



COMMUNITY DEVELOPMENT DIRECTOR

Department: Administration
Fund: General
Title: Community Development Director
Classification: Full Time
Supervisor's Title: City Administrator
Pay Rate: Salary

Position Summary:

The Community Development Director is responsible for the code enforcement, permitting, planning and zoning for the City of Floresville. This position reports directly to the City Manager.

Duties and Responsibilities:

1. Supervises employees assigned to his/her department on a daily basis and directs the daily work schedules efficiently as delegated by immediate superior. Responsible to apply personnel policies and actions within his/her scope of duties as referred to in the City Personnel Manual.
2. Assures the proper enforcement of the City of Floresville codes, ordinances and policies.
4. Promotes customer service by receiving citizen inquiries or complaints, reports. Works with developers on potential projects.
7. Coordinates daily administrative work with permit and code enforcement staff to meet project objectives.
7. Develops and coordinate community City Wide Clean up events.
8. Other duties commensurate with a safe, healthy environment as required by the City Administrator.

8. Provides guidance to his subordinates in their duties in terms of corrective action that is taken when an employee fails to comply with personnel policies and actions.
9. Other duties as assigned.

Equipment/Programs:

Must have a good working knowledge in the proper use of hand tools, light and heavy equipment and machinery. Be able to comprehend and utilize record keeping. Must also have knowledge of the policy procedures on the use of equipment to conduct construction and infrastructure related work.

Working Environment:

Position Summary:

Provides administration with field officer to carry out numerous tasks related to various building inspections and permits as well as violations of city codes. Code Compliance Officer receives direct supervision from the Community Development Director and is expected to use good judgment within established guidelines.

Duties and Responsibilities:

1. Provides direct staff assistance to Community Development Director.
2. Works in conjunction with the Permits division.
3. Processes and completes detailed forms and reports.
4. Coordinates all necessary physical inspections with respect to code enforcement and court proceedings.
5. Coordinate the code enforcement in the local court and process citations and notices as required.
6. Enforces all city policies as defined in City of Floresville Code of Ordinances Manual.
7. Develops and coordinate community City Wide Clean up events.
8. Other duties commensurate with a safe, healthy environment as required by the City Administrator.

- 9 Have a general working knowledge computer systems, organized and task oriented.

Working Environment:

Office and Exterior routine inspections.

Physical Demands:

Demands physical strength lifting 10 pounds and agility to address inspectional services. Good vision and hearing are a must. Incumbent must also be able to stoop, bend and lift objects of various weights and dimensions; requires emotional and mental stability and public service character and attitude.

Skills:

Must have a High School Diploma or GED, Certification, at least 2 to 3 years of supervisory leadership in a progressively responsible organization with multiple functional areas of utility and public works required, preferably in local government.

Revised – March 2014

DR-Job Descriptions/brb/tkr