



**COMMUNITY DEVELOPMENT ADMINISTRATOR  
JOB DESCRIPTION**

|  |   |  |
|--|---|--|
| <b>JOB TITLE:</b><br>Community Development Administrator | <b>CLASSIFICATION:</b><br>Officials/Administrator     | <b>IMMEDIATE SUPERVISOR:</b><br>Community Development Director   |
| <b>PAY GRADE:</b> 133                                    | <b>DEPT:</b> Community Development / Code Enforcement | <b>STATUS:</b> <u>FT</u> <u>PT</u><br><u>EXEMPT</u> <u>NON-EXEMPT</u><br><u>BARG UNIT</u> <u>NON-BARG UNIT</u> |

**JOB SUMMARY:** Supervises day to day operations of both code enforcement and permitting to ensure compliance of Village Code of Ordinances, State minimum housing standards, as well as proper permit intake and business tax applications. Work is performed under the supervision of the Department Director, and requires strong communication and organizational skills and the ability to exercise a considerable degree of independent judgment.

**SUPERVISION EXERCISED:** Code Enforcement Inspectors and Permit Technicians.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervises, monitors and directs work assignments of division code enforcement officers and permit technicians including business tax collection and administration.
- Prepares the code enforcement inspectors schedules for alternate night and weekend coverage and meeting dates to maintain proper coverage and maximize efficiency.
- Reviews the daily shift summaries and daily logs as well as GPS mapping of work areas covered by code enforcement officers.
- Conducts field inspections and investigates related complaints or as needed to investigate field issues.
- Interviews property owners, tenants and complainants, recommends measures for addressing code issues and/or correcting violations.
- Generates, processes and maintains administrative reports and tasks in compliance with Community Development and State Statute. Ensures standard operating procedures are developed for department tasks.
- Responsible for business tax receipts, invoicing, inventory control, collection, recording and deposit of collected daily funds, and purchases that adhere to fiscal policy.
- Tracks delinquent Business Tax receipts for enforcement.
- Reviews purchases made in department, enters purchase orders, assists with RFP and RFQs, and compiles budget information to assist in the departmental budget planning process.
- Enforces policies, regulations and safety and health standards. Distributes personal safety equipment and uniforms as needed.
- Checks WebQA for questions and routes inquires to proper staff members. Receives public records requests, and properly routes to appropriate staff and monitors completion of request in coordination with Village Clerk's office. Gathers information such as lien and fine information for all public records requests.

- Requests and helps arrange training of staff as needed
- Communicates policies, memorandums or announcements to staff
- Prepares and submits payroll, approves overtime, personal leave requests and coordinates staffing coverage with Department Head. Assists in recruiting, selection, interview and hiring of staff.
- Facilitates the communications for property lien negotiations as well as foreclosure registry.
- Responsible for administrative processing of code enforcement meetings and case coordination compliant with State Statute. Prepares agenda and reviews meeting minutes from Special Magistrate meetings
- Ensures divisions compliance of FS 162
- When necessary, attends and represents the Village at related board meetings and public hearings.
- Ability to work pre and post declared emergency events. Trained in FEMA/NIMS emergency management.
- Work hours may vary and include evening meetings or occasional weekend work.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Bachelor degree in Business Administration or related degree.
- Considerable supervisory experience in office and field work.
- Four (4) years progressively responsible field experience, preferably in municipal code enforcement and permitting/business tax processes.
- Florida Association of Code Enforcement (FACE) certification or ability to get.
- ICC Permit Technician certification or the ability to get.
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Ability to supervise and monitor Division personnel.
- Ability to understand and process Building Division permit applications within Project Dox.
- In depth knowledge and understanding of the Village Code of Ordinances, and the legal procedures for enforcement
- Knowledge of the State of Florida minimum housing standards, building construction, site plans, plats, maps and legal descriptions
- Knowledge of investigative procedures and documentation.
- Strong knowledge of computers, software applications, office equipment and practices.
- Ability to conduct inspections, effectively communicate orally and in writing, and follow professional protocol.
- Ability to interact with the public fairly and impartially, including but not limited to an adversarial environment.

- Ability to make accurate field measurements.
- Ability to establish and maintain effective working relationships with other employees, departments, government officials, and the public.
- Ability to prepare reports and maintain records as required for other State and County agencies.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one by date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 35 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

Desktop computer, I-Pad, printer, scanner, smart phone, telephone, calculator, sound meter, camera, television, video camera/recorder, and other related equipment and computer software.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work outside and is occasionally exposed to walking on uneven surfaces, grass, unpaved areas, wet or slick surface, muddy areas, hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, odors or fumes, dust, pollen, traffic hazards, bright/dim light and temperature extremes. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference check; DMV, criminal background check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB HISTORY:**

Created: May 16, 2024