Cooper City Commission Meeting
Agenda Item Request Form

Commission Meeting/Workshop Date: **July 28, 2020**

Requesting Department: **Administration**

Subject: **Creation of the Community Development Department**

Section:

Presentation	*Consent*	*Regular*	*Discussion*
☐	☐	☒	☐

Background and Recommendation (*attach backup material to Item Request Form*):

The impending retirement of the Growth Management Director this summer coupled with the vacant Building Official/Building Director position, offered an opportunity to assess and better align the leadership and structure of the Building and Growth Management Departments to address the future challenges and opportunities for Cooper City.

City Manager Napoli visualizes a department with a focus on customer service, streamlined efficiencies, and forward thinking energy directed towards economic development and sustainability while maintaining Cooper City's historic reputation of truly being "Someplace Special". Staff recommends merging the Building and Growth Management Departments for a synergistic and fluid approach to accomplishing these goals.

Doing so would consolidate two director positions into one, the Community Development Director. This director would be primarily focused on the building aspect of the department. The position of Assistant Community Development Director will concentrate on planning, zoning, and economic development. It has been assessed that the Building Official need only be a part time position.

Attached you will find the Community Development Department's Mission and Organizational Chart. You will also find the City's Pay Plan, which now includes the Community Development Director, Assistant Community Development Director and Building Official positions. To accompany this pay plan are the job descriptions for each of these positions. According to the City's Charter, the City Commission is charged with the approval of the City's pay plan and job descriptions. Staff recommends approval.

Along with the recommended approval of the City's pay plan and accompanying job descriptions, City Manager Napoli recommends the promotional hiring of Carlos Vega to the position of Community Development Director. Since December 2019, Mr. Vega has served as Acting Director for the Building Department. Mr. Vega has shown a high level of leadership in the department, during a time of under staffing and during the entire COVID-19 pandemic. Mr. Vega has successfully moved the department to the

beginning of online permitting and has organized the department to work as efficiently as possible under staff constraints. Mr. Vega holds a Bachelor's Degree in Urban Planning and Design from Florida Atlantic University and has experience in planning and zoning from years working with the Growth Management Department. His energy and collaborative mindset, his experience in both departments, and the high level of respect he has earned from his team, lends him to be the most appropriate candidate for the Community Development Director.

The consolidation of departments offers a savings of $83,479 in the FY 21 budget, while still improving performance, customer service and efficiencies.

Again, staff recommends Commission approval of the reorganization of the Building and Growth Management Departments into the Community Development Department, the revised City pay plan, and new job descriptions.

City Manager Napoli recommends the promotion of Acting Building Director Carlos Vega to Community Development Director.

General Ledger Account Number(s) and Amount(s):

_____

Approvals:

Finance Director _____ City Manager _____ City Clerk _____

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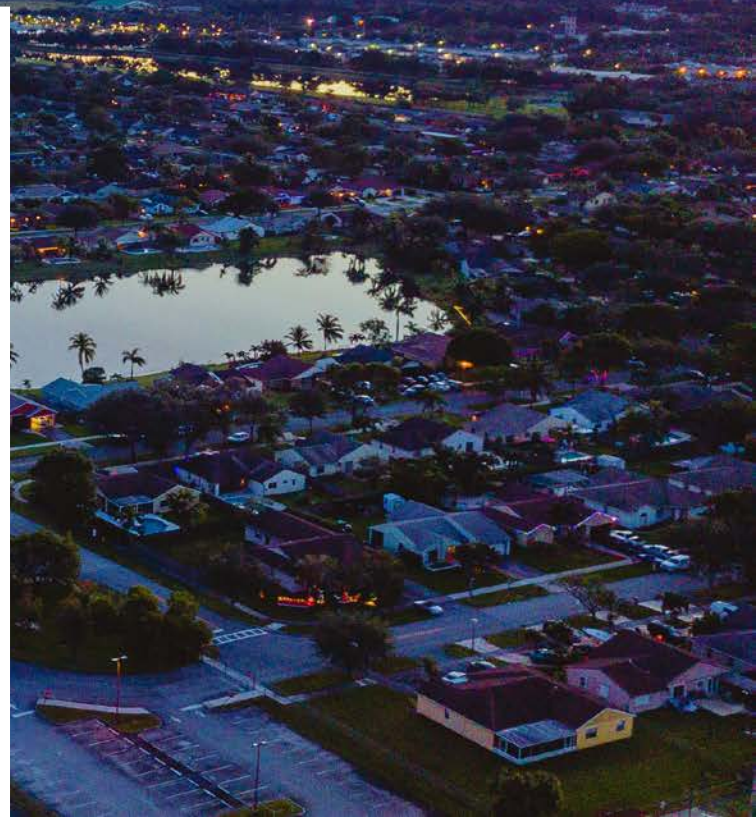
Joseph Napoli Digitally signed by Joseph Napoli DN: cn=Joseph Napoli, o=Cooper City, ou=City Manager, email=jnapoli@coopercityfl.org, c=US Date: 2020.07.17 17:27:26 -04'00'

CITY OF
Cooper City
Someplace Special



Cooper City

Community Development Department Master Plan

Community Development Department Mission

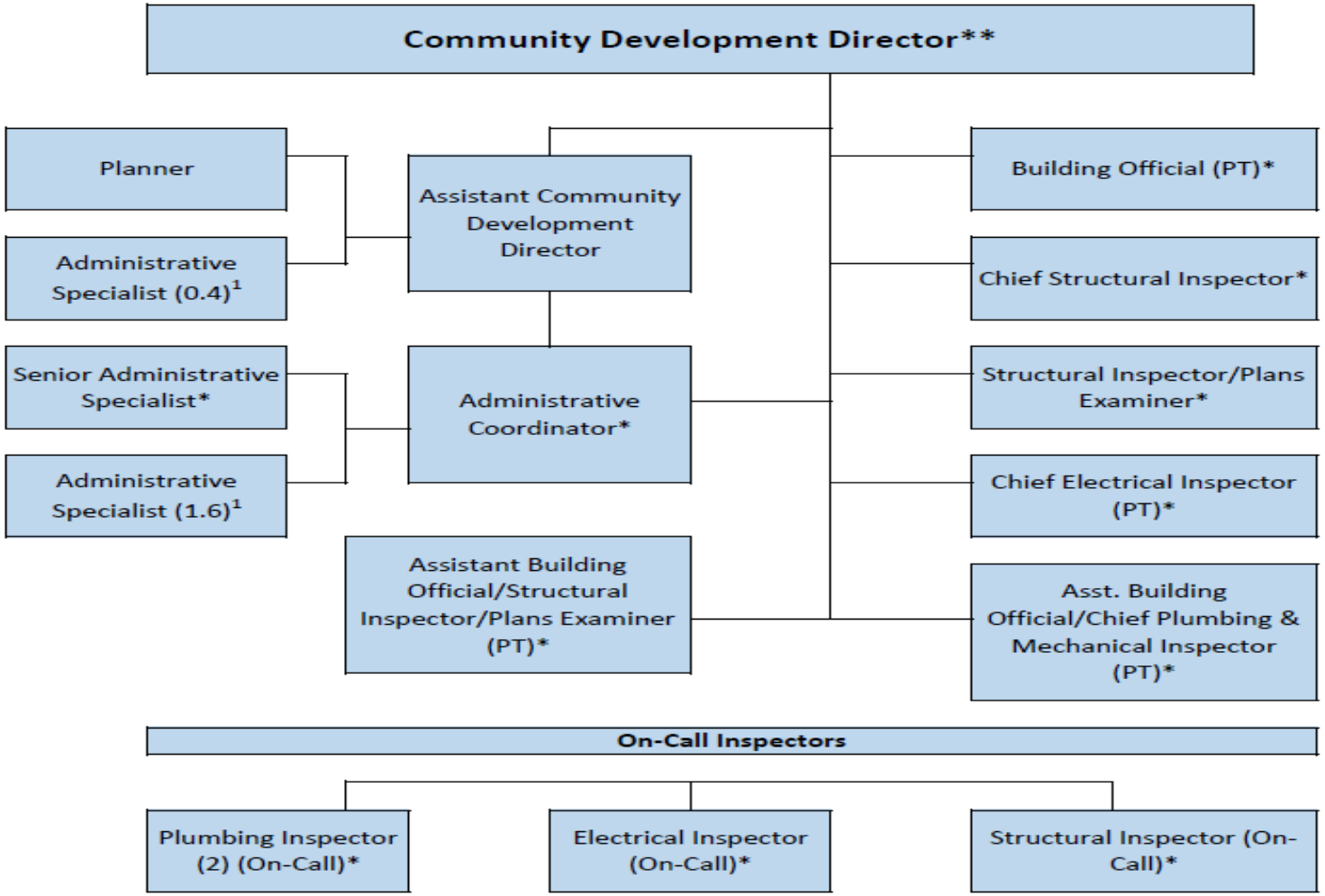
Mission Statement

"The Community Development Department's mission is to guide and facilitate the development of, and investments in Cooper City by providing effective measures in City planning, zoning, building permitting/inspections, economic development and the issuance of local business tax receipts. Our focus is to provide exceptional customer service and create a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors."

Community Development Department Structure

- Building Division
- Planning & Zoning Division
- Local Business Tax Receipts Division
- Economic Development Division

Community Development Department Organizational Chart



*Positions funded by the Building Inspection Services Fund.
**Positions partially funded by the Building Inspection Services Fund and the General Fund.
[1]One Administrative Specialist is funded in a 40/60 split between the General Fund and the Building Inspection Services Fund.

Building Division Primary Functions

Our primary goal is to protect the public in:

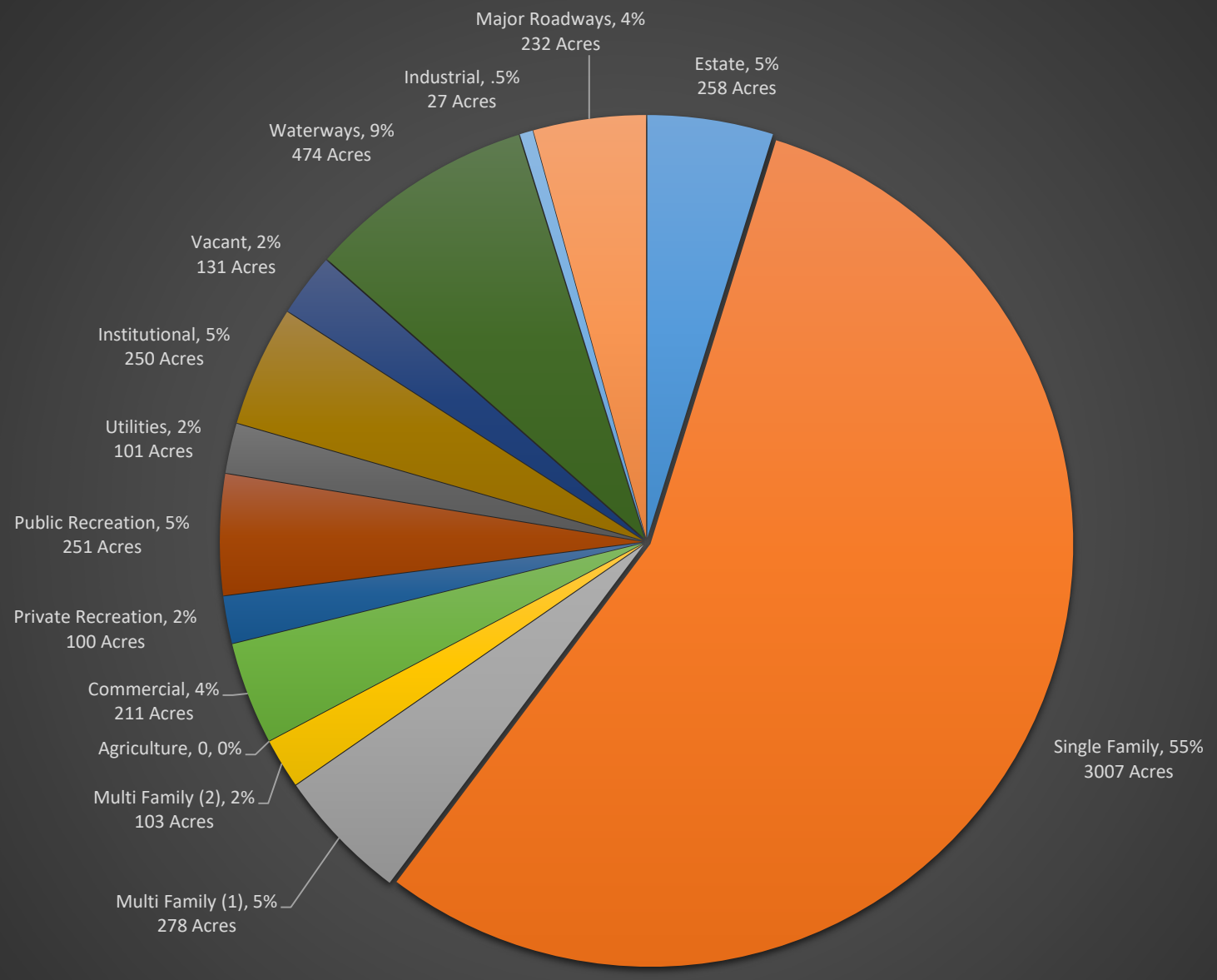
- Building Permitting
- Building Inspections
- Building Code Enforcement
- The permit and inspection process protects the homeowner and the future occupants of the home.
- The permit and inspection process provides oversight of contractors' and owner/builders' work. The scrutiny of an inspector ensures that the work adheres to current Florida Building Codes.
- Occupants and residents sleep better knowing their project meets safety standards for materials and construction protocols.

Planning & Zoning Division Primary Functions

The Planning and Zoning Division focuses on serving the needs of our stakeholders who are made up of residents, business owners, developers, contractors, governmental agencies and other Cooper City departments providing assistance on:

- **Petition/Plan Processing (Site Plans, Rezoning, Plat, Variance, etc…)**
- **Zoning Permit Reviews & Inspections**
- **Emergency Management**
- **Zoning Confirmation Letters**
- **Records Request**
- **L.B.T.R Reviews (Local Business Tax Receipt)**
- **Alcohol Beverage License Review**
- **Special Event Permits**
- **Overseeing of the CRS program/Letters of Flood Map Determination**
- **Developer / Applicant Meetings**

Existing Land Use (6/18/2020)



Estate | Single Family | Multi Family (1) | Multi Family (2) | Agriculture | Commercial | Private Recreation | Public Recreation | Utilities | Institutional | Vacant | Waterways | Industrial | Major Roadways

Local Business Tax Receipt Division Primary Functions

- Issues Local Business Tax Receipts for both Commercial and Home Businesses.
- Ensures that all active businesses in the City acquire their required Business Tax Receipts prior to commencement of business activities in Cooper City.
- Maintain records of Local Business Tax Receipts
- Assists in administering the Business Tax functions, including the application process, fee assessment and collection.
- Interprets and applies Local Business Tax ordinances and provides guidance regarding all applicable codes for all affected and interested parties.
- Researches and analyzes data and information relative to Business Tax Receipts.
- Establishing and refining Business Tax Receipt procedures and processes.

Economic Development Division

Why is Economic Development important ?

A healthy economy is critical to the foundation of a livable city. A dynamic and sustainable Economic Environment will ensure healthy property values, and sales tax revenue.

The development and growth of a vibrant Commercial Sector will allow for a stable tax base, plus a sustained rate of job creation and growth.

What are Cooper City's Economic Strengths?

Education

94.6% of our residents have obtained a High School Diploma or Higher.

Approximately 6.9% above the national average

Location

Centrally Located between I-75 and the Turnpike - minutes away from the Fort Lauderdale Airport, Port Everglades, and Hollywood Beach

Median Household Income

The Median Household income is $102,174 estimated from the 2010 Census.

Approximately 78% higher than the County's average of $57,333

What are Cooper City's Economic Weaknesses

Limited Online Accessibility

Cooper City offers a minimal web-based platform for information and access to digital resources.

No Economic Incentives

There are currently no Economic Incentives in place to attract businesses to Cooper City, or to assist them in the growth, expansion, or relocation of their organizations.

No Economic Programming

Cooper City does not participate in marketing or economic events that attract visitors, engage investors, and promote the City's business community.

Economic Development Goals & Objectives

Economic Development Objectives for Cooper City:

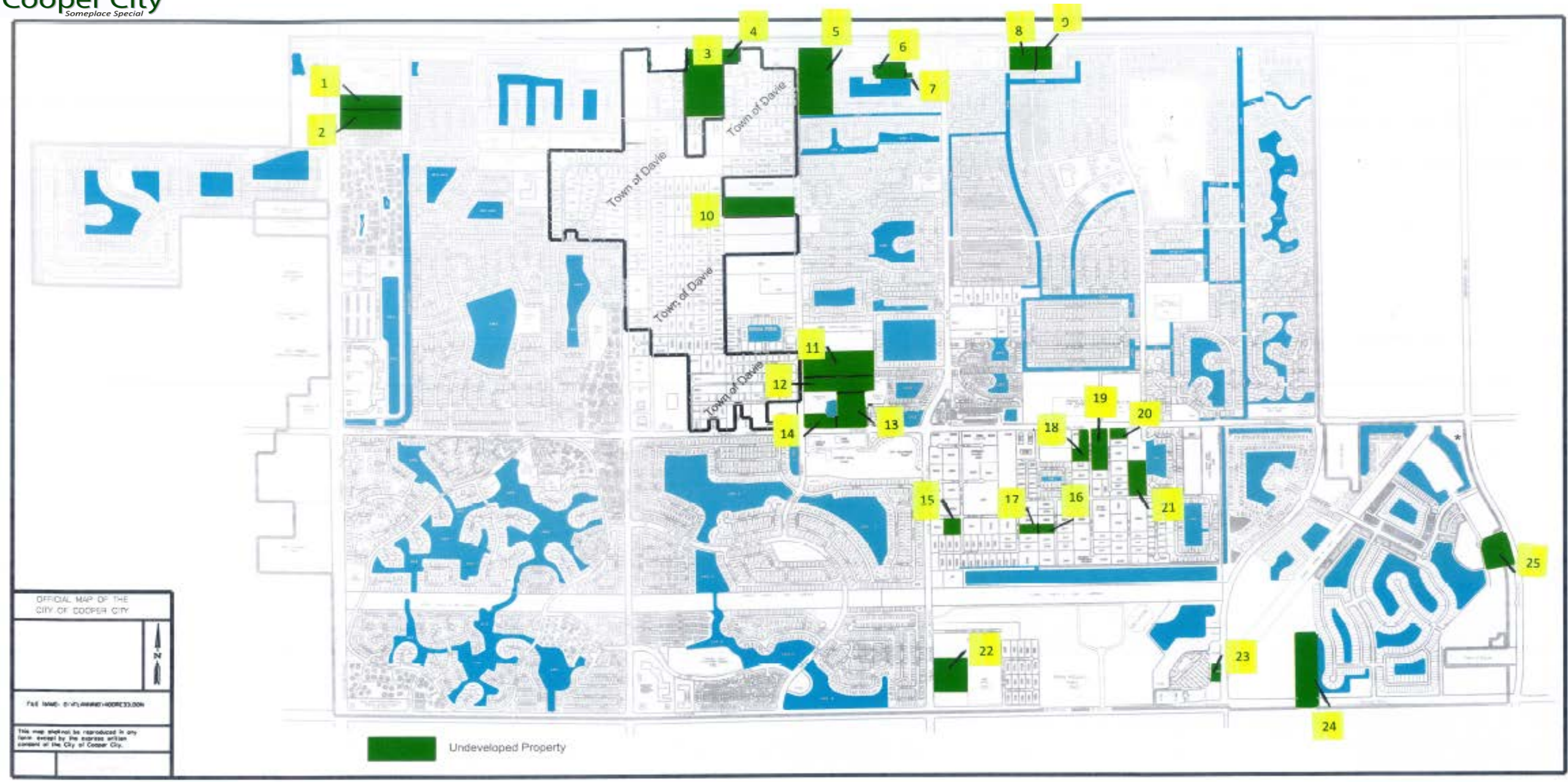
- Enhancement of tax base
- Improved business climate
- Implementation of policies to meet objectives
- Recruitment of target industries
- Expansion and retention of existing businesses
- Assistance with new businesses start-ups.
- Strategic communication and marketing

Economic Development Strategies

Economic Development Strategies for Cooper City:

- Phase 1 – Research
- Phase 2 – Marketing
- Phase 3 – Business Attraction
- Phase 4 – Business Retention
- Phase 5 – Streamline and Optimize our processes.

COOPER CITY VACANT LAND MAP



COOPER CITY VACANT LAND DATA

	OWNERSHIP	LOCATION	LAND USE DESIGNATION	ACREAGE
1	Kroenke	E. side Flamingo Road, S. of Walmart	Commercial	5.1
2	Kroenke	E. side Flamingo Road, N. of Natalies Cove	R-5 Residential	8.2
3	Nietronics	Griffin Road - 10800 Block	Estate	16.6
4	C/C Land Holdings	Griffin Road - 10700 Block	Estate	1.2
5	Hanson	Griffin Road and 106th St.	Estate	14.8
6	Crown Land	Griffin Road - behind Pine Lakes Plaza	R-3 Residential	1.4
7	Real Sub	Griffin Road - behind McDonalds	Commercial	0.8
8	Sun Dance	Griffin Road - 9300 Block	Commercial	3.9
9	Maverick	Griffin Road -9200 Block	Commercial	1.5
10	Grant	W. side of SW 106th Avenue - 5000 Block	Estate	11.1
11	Foresman	E. side of SW 106th Avenue - 5700 Block	Estate	9.2
12	JHTB	E. side of SW 106th Avenue - 5800 Block	Estate	9.6
13	USPS	N. side of Stirling Road 10400 Block	O/P Office Park and R-5 Residential	8.6
14	Tescher	NEC Stirling Road and SW 106th Ave.	R-5 Residential	3.1
15	Kronk	NWC of NW 100th Ave. and NW 37th Street - Royal Palm Ranches	Estate	2.3
16	Allencherry	W. side of 94th Ave. - 3600 Block - Royal Palm Ranches	Estate	1.3
17	Schurtz	E. side 96th Ave. - 3600 Block - Royal Palm Ranches	Estate	1.2
18	Decklebaum	SWC of Stirling Road and NW 94th Ave.	Office	3
19	Linette	SWC of Stirling Road and NW 92nd Ave.	Estate	5.5
20	Sun Credit Union	SEC of Stirling Road and NW 92nd Ave.	Estate	1.9
21	Vilarino	N. side of NW 38th St. at NW 93rd Ave. - Royal Palm Ranches	Estate	4
22	First Baptist Church	E. side of Palm Ave. just N. of Sheridan St.	Estate	5.6
23	Publix	W. side of Pine Island Road just N. of Sheridan St.	Commercial	1
24	Metro Baptist Church	N. side of Sheridan Street E. of Pine Island Road	Estate	9
25	CC Broward	W. side of University Dr. S. of Solano Ave.	Commercial	2.5
	Total			**132.4**

COOPER CITY PAY PLAN - *Revised July 16, 2020*

Job Title	FLSA	Pay Grade	Minimum	Midpoint	Maximum	Minimum Hrly Rate	Maximum Hrly Rate
Park Attendant	N	9	$ 33,660	$ 40,610	$ 47,560	$ 16.18	$ 22.87
Maintenance Technician I	N	9	$ 33,660	$ 40,610	$ 47,560	$ 16.18	$ 22.87
Customer Service Rep I	N	10	$ 34,680	$ 41,841	$ 49,002	$ 16.67	$ 23.56
Head Lifeguard	N	10	$ 34,680	$ 41,841	$ 49,002	$ 16.67	$ 23.56
Recreation Leader	N	10	$ 34,680	$ 41,841	$ 49,002	$ 16.67	$ 23.56
Maintenance Technician II	N	10	$ 34,680	$ 41,841	$ 49,002	$ 16.67	$ 23.56
Facilities & Recreation Asst.	N	11	$ 36,720	$ 44,302	$ 51,884	$ 17.65	$ 24.94
Administrative Specialist	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Accounting Technician	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Customer Service Rep II	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Horticultural Tech	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Maintenance Technician III	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Tradesworker I	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Utility Mechanic I	N	13	$ 40,800	$ 49,225	$ 57,649	$ 19.62	$ 27.72
Adult Program Specialist	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Aquatics Program Coordinator	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Purchasing Assistant	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Customer Service Rep III	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Equipment Operator	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Senior Accounting Technician	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Senior Admin. Specialist	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Tradesworker II	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Treatment Plant Oper Trainee	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Youth Program Specialist	N	14	$ 43,860	$ 52,917	$ 61,973	$ 21.09	$ 29.79
Senior Accounting Technician	N	15	$ 45,900	$ 55,378	$ 64,855	$ 22.07	$ 31.18
Budget Analyst	N	15	$ 45,900	$ 55,378	$ 64,855	$ 22.07	$ 31.18
Fleet Mechanic	N	15	$ 45,900	$ 55,378	$ 64,855	$ 22.07	$ 31.18
IT Technician	N	15	$ 45,900	$ 55,378	$ 64,855	$ 22.07	$ 31.18
Treatment Plant Operator I	N	15	$ 45,900	$ 55,378	$ 64,855	$ 22.07	$ 31.18
Utilities Mechanic II	N	15	$ 45,900	$ 55,378	$ 64,855	$ 22.07	$ 31.18
Treatment Plant Operator II	N	16	$ 49,980	$ 60,300	$ 70,620	$ 24.03	$ 33.95
Journey Electrician	N	16	$ 49,980	$ 60,300	$ 70,620	$ 24.03	$ 33.95
Community Liaison	E	16	$ 49,980	$ 60,300	$ 70,620	$ 24.03	$ 33.95
Crew Leader	N	16	$ 49,980	$ 60,300	$ 70,620	$ 24.03	$ 33.95
Utilities Electrician	N	16	$ 49,980	$ 60,300	$ 70,620	$ 24.03	$ 33.95
Accountant	N	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03

HRCC NOTES ON PAY PLAN CHANGES

Job Title	FLSA	Pay Grade	Minimum	Midpoint	Maximum	Minimum Hrly Rate	Maximum Hrly Rate
Administrative Coordinator	N	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Customer Service Supervisor	E	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Engineering Inspector	E	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Facility Coordinator	E	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Maintenance Foreman	N	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Rec. Programs Specialist	N	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Utilities Foreman	N	17	$ 53,040	$ 63,992	$ 74,944	$ 25.50	$ 36.03
Assistant City Clerk	N	18	$ 57,120	$ 68,915	$ 80,709	$ 27.46	$ 38.80
Chief Plant Operator	N	18	$ 57,120	$ 68,915	$ 80,709	$ 27.46	$ 38.80
Exec. Asst. to Elected Officials	E	18	$ 57,120	$ 68,915	$ 80,709	$ 27.46	$ 38.80
Planner	N	18	$ 57,120	$ 68,915	$ 80,709	$ 27.46	$ 38.80
Bldg Inspector/Plans Examiner	N	19	$ 60,180	$ 72,607	$ 85,033	$ 28.93	$ 40.88
Fleet Maintenance Supervisor	E	19	$ 60,180	$ 72,607	$ 85,033	$ 28.93	$ 40.88
Human Resources Programs-Administrator	N	19	$ 60,180	$ 72,607	$ 85,033	$ 28.93	$ 40.88
Plumbing Inspector	N	19	$ 60,180	$ 72,607	$ 85,033	$ 28.93	$ 40.88
Purchasing Agent	E	19	$ 60,180	$ 72,607	$ 85,033	$ 28.93	$ 40.88
Chief Electrical Inspector	E	20	$ 65,280	$ 78,759	$ 92,238	$ 31.38	$ 44.35
Chief Structural Inspector	E	20	$ 65,280	$ 78,759	$ 92,238	$ 31.38	$ 44.35
Field Operations Supervisor	E	20	$ 65,280	$ 78,759	$ 92,238	$ 31.38	$ 44.35
Structural Insp/Plans Examiner	N	20	$ 65,280	$ 78,759	$ 92,238	$ 31.38	$ 44.35
Capital Projects Coordinator	E	20	$ 65,280	$ 78,759	$ 92,238	$ 31.38	$ 44.35
Asst. Bldg Official/Chief-Plumbing/Mechanical Inspector	E	21	$ 69,360	$ 83,682	$ 98,003	$ 33.35	$ 47.12
Senior Accountant	E	21	$ 69,360	$ 83,682	$ 98,003	$ 33.35	$ 47.12
Senior Planner	E	21	$ 69,360	$ 83,682	$ 98,003	$ 33.35	$ 47.12
Plant Operations Supervisor	E	21	$ 69,360	$ 83,682	$ 98,003	$ 33.35	$ 47.12
Asst Community Development Director	E	22	$ 76,500	$ 92,296	$ 108,092	$ 36.78	$ 51.97
Information Systems Manager	E	22	$ 76,500	$ 92,296	$ 108,092	$ 36.78	$ 51.97
Asst Finance Director	E	23	$ 82,620	$ 99,680	$ 116,740	$ 39.72	$ 56.13
Asst Utilities Director	E	23	$ 82,620	$ 99,680	$ 116,740	$ 39.72	$ 56.13
Community Development Director	E	25	$ 103,020	$ 124,293	$ 145,565	$ 49.53	$ 69.98
Director of Public Works	E	25	$ 103,020	$ 124,293	$ 145,565	$ 49.53	$ 69.98
Recreation Director	E	25	$ 103,020	$ 124,293	$ 145,565	$ 49.53	$ 69.98

HRCC NOTES ON PAY PLAN CHANGES

Growth Mgmt Dir. and Chief Building Official & Building Dir. - change due to reorg

Job Title	FLSA	Pay Grade	Minimum	Midpoint	Maximum	Minimum Hrly Rate	Maximum Hrly Rate
Assistant City Manager/Director of Admin. Services/City Clerk	E	26	$ 115,260	$ 139,060	$ 162,859	$ 55.41	$ 78.30
Finance Director	E	26	$ 115,260	$ 139,060	$ 162,859	$ 55.41	$ 78.30
Utilities Director/City Engineer	E	26	$ 115,260	$ 139,060	$ 162,859	$ 55.41	$ 78.30

HRCC NOTES ON PAY PLAN CHANGES

part time	Minimum	Midpoint	Maximum		HRCC NOTES ON PAY PLAN CHANGES		
6	$ 97,240.00	$ 105,820.00	$ 114,400.00				
5	$ 75,741.00	$ 82,424.00	$ 89,107.00				
4	$ 31,824.00	$ 37,128.00	$ 42,432.00				
3	$ 27,050.00	$ 31,559.00	$ 36,067.00				
2	$ 20,686.00	$ 24,133.00	$ 27,581.00				
1	$ 19,094.00	$ 22,277.00	$ 25,459.00				
6	$ 46.78	$ 55.00	Building Official	L3	job added here in july 2020 due to reorg		
5	$ 36.41	$ 42.84	Asst. Bldg Official/Chief Plumbing and Mechanical Inspector (PT)	T6			
5	$ 36.41	$ 42.84	Chief Electrical Inspector (PT)	T5			
5	$ 36.41	$ 42.84	Electrical Inspector (on call)	T4			
5	$ 36.41	$ 42.84	Mechanical Inspector (on call)	T4			
5	$ 36.41	$ 42.84	Plumbing Inspector (on call)	T4			
5	$ 36.41	$ 42.84	Structural Inspector/Plans Examiner (on call)	T4			
5	$ 36.41	$ 42.84	Structural Inspector/Plans Examiner (PT)	T4			
4	$ 15.30	$ 20.40	OPEN	T3			
3	$ 13.00	$ 17.34	Adult Program Recreation Aide	A1			
3	$ 13.00	$ 17.34	Class/Fitness Instructor	T1			
3	$ 13.00	$ 17.34	Meter Reader	A1			
3	$ 13.00	$ 17.34	PreSchool Instructor	T1			
3	$ 13.00	$ 17.34	Youth Program Instructor	T1			
2	$ 9.95	$ 13.26	Engineering Intern	T1			
2	$ 9.95	$ 13.26	Facility Attendant	A1			
2	$ 9.95	$ 13.26	Park Attendant	A2			
2	$ 9.95	$ 13.26	Lifeguard II/WSI	T1			
1	$ 9.18	$ 12.24	Camp Counselor	A1			

COOPER CITY, FLORIDA
CLASS DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR

JOB TITLE: COMMUNITY DEVELOPMENT DIRECTOR
GRADE: 25

REPORTS TO: CITY MANAGER
FLSA STATUS: EXEMPT

GENERAL DESCRIPTION OF DUTIES

Directs the Community Development Division for Cooper City, encompassing all activities related to the City's planning, zoning, building permitting/inspections, economic development and the issuance of local business tax receipts. Plans and implements department goals and objectives; formulates policies and coordinates all administrative aspects of the department. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors.

Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the organization's business strategies.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements department goals and coordinates and integrates all activities toward achievement of established goals and objectives related to the City's planning, zoning, building permitting/inspections, economic development and the issuance of local business tax receipts
- Directs and evaluates departmental management responsible for the inspection, occupational licensing and permitting processes of the City; ensures compliance with all pertinent codes, standards, and ordinances related to building, plumbing, structural, mechanical, and electrical
- Directs and evaluates departmental management responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, land use studies, economic base studies, housing, park, and recreation studies.
- Establishes an economic development plan and provide initiatives for small businesses in Cooper City
- Directs and evaluates research that promotes ongoing and future planning and development for presentations to the City Manager and Planning and Zoning Advisory Board; analyzes, revises, and implements regulations and ordinances for, zoning development, code enforcement

Created: July 2020
Revised:

- Directs the processes of site plan approval, annexation review, change of land use, and development requests; directs the application processes for federal, state, and local grant funding
- Ensures that local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources are enforced
- Reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives
- Prepares the annual department budget; directs the operation of the department budget, and reviews and approves expenditures
- Serves as the primary liaison between the City and various contractors, developers, planning agencies, and the general public; represents the City in intergovernmental activities related to the department's interests

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, & ABILITIES

- Advanced knowledge of principles, practices, regulations, and techniques in the field of municipal land use planning, comprehensive planning, urban planning and/or transportation planning
- Advanced knowledge of the State of Florida Comprehensive Planning Act, city charters, city ordinances, state statutes, and pertinent rules and regulations
- Knowledge of commercial and residential building construction methods and materials
- Knowledge of the building, construction, electrical, plumbing, structural and land use codes for the State of Florida and Broward County
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required

- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events
- Skill in developing and managing project budgets
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations
- Ability to effectively present information and technical advice to top management and/or all relevant constituents/parties/individuals
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to effectively provide liaison and coordination between the City and other agencies
- Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals
- Ability to lead and motivate others to achieve goals
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds

EDUCATION & EXPERIENCE

Bachelor's degree in planning or a directly related field; in combination with by seven (7) years of progressively responsible experience in a planning or development office, including three (3) years of comprehensive planning, growth management regulations, and grants administration; or an equivalent combination of education, certification, training, and/or experience.

Certifications: American Institute of Certified Planners (AICP)

PHYSICAL REQUIREMENTS

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

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I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

_____	_____
Employee's Name (print)	Supervisor's Name (print)
_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date

Created: July 2020
Revised:

COOPER CITY, FLORIDA
CLASS DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT DIRECTOR

JOB TITLE: COMMUNITY DEVELOPMENT ASSISTANT DIRECTOR
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR
GRADE: 22 **FLSA STATUS:** EXEMPT

GENERAL DESCRIPTION OF DUTIES

Manages the daily work plan for all areas, except building permitting/inspections of the Community Development Department for Cooper City. Work involves activities for the administration of the City's planning, zoning, code enforcement, development codes, comprehensive plan, and grants administration services/programs. Work involves creating a balanced and sustainable community that will enhance the overall quality of life for our residents, business owners and visitors.
May serve as acting Director during absence of the Director.

Position is primarily focused on managing other people. Position requires expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the organization's business strategies.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements division goals and coordinates all activities toward achievement of established goals and objectives of the City planning and development process; reviews, evaluates, and revises ongoing programs and processes to ensure the department's effectiveness, accuracy, and efficiency
- Directs and evaluates staff responsible for performing professional planning work and extensive research studies relative to the preparation and updating of land use ordinances, , land use studies, economic base studies, , housing, park, and recreation studies
- Assists with research for ongoing and future planning and development for presentations to the City Manager and Planning Commission; analyzes, revises, and implements regulations and ordinances for subdivisions, zoning development, code enforcement,
- Manages the processes of site plan approval, annexation review, change of land use, and development requests; participates in the application processes for federal, state, and local grant funding
- Participates in executive level meetings for the dissemination of information and presentation of annual and special projects goals and objectives

Created: July 2020
Revised:

- Assists in the preparation of the annual department and division budget; administers and monitors the operation of the division budget; reviews and approves expenditures up to an established dollar amount
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the general public; represents the City in intergovernmental activities related to the department's interests

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, & ABILITIES

- Working knowledge of the principles, practices, and techniques in the field of municipal land use planning, comprehensive planning, and / or urban planning
- Knowledge of the State of Florida Comprehensive Planning Act, city charters, city ordinances, state statutes, and pertinent rules and regulations
- Working knowledge of GIS applications
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events
- Skill in developing and managing project budgets
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to analyze and interpret technical data and understand and synthesize legal and technical language to develop logical recommendations
- Ability to effectively present information and technical advice to top management and/or all relevant constituents/parties/individuals
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures

- Ability to effectively provide liaison and coordination between the City and other agencies
- Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises
- Ability to lead and motivate others to achieve goals
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds

EDUCATION & EXPERIENCE

Bachelor's Degree in planning or a directly related field; in combination with five (5) of progressively responsible program administration and/or supervisory experience in a planning/development or office; including two (2) years of experience in comprehensive planning, growth management regulations, and grants administration; or an equivalent combination of education, certification, training, and/or experience.

Certifications: American Institute of Certified Planners (AICP)

PHYSICAL REQUIREMENTS

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CLASSIFICATION TITLE: ASSISTANT DIRECTOR

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_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date

COOPER CITY, FLORIDA
CLASS DESCRIPTION

CLASSIFICATION TITLE: BUILDING OFFICIAL

JOB TITLE: BUILDING OFFICIAL **(PART TIME)**
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR
GRADE: PT6 **FLSA STATUS:** EXEMPT

GENERAL DESCRIPTION OF DUTIES

Directs the operations of Cooper City's Building Division of the Community Development Department. Ensures compliance with the State of Florida and Broward County residential and commercial construction codes in various trade areas. Interprets building codes and renders final determinations on complex code issues. Work involves providing staff, and external stakeholders, contractors, and professionals with direction regarding compliance with local, state, and federal codes.

Position is primarily focused on managing other people. Position requires expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the organization's business strategies.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS
The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, directs, and manages the implementation and administration of division policies, programs, and operations in compliance with the City's requirements and established regulatory standards
- Directs the inspection, occupational licensing and permitting processes of the City; ensures compliance with all pertinent codes, standards, and ordinances related to building, plumbing, structural, mechanical, and electrical
- Establishes a records filing and retention process per Florida's General Records Schedule (GS1-SL); ensures all files associated with department functions are processed per established guidelines, including but not limited to, property descriptions, building permits, notices, certificates of occupancy, inspections, test results, occupational licenses, court documents, building code regulations
- Serves as principal enforcing officer of the State of Florida and Broward County Building Codes as mandated under statute(s)

Created:
Revised:

- Enforces local, state, and federal regulations and laws related to an established domain of commercial and residential construction and natural resources
- Represents the City in legal proceedings related to code violations, standards, and compliance; collaborates with government agencies as necessary
- Provides direction and interpretation to inspection staff in more complex aspects of work
- Responds to code interpretation inquiries and concerns from external stakeholders, other entities, and regulatory agencies (associated with environmental and structural compliance)
- Prepares and administers the division's budget; makes procedural and operational recommendations for modifications to the Director as necessary
- Interacts, on behalf of the City, with various contractors, developers, planning agencies, and the general public; represents the City in intergovernmental activities related to the department's interests
- Under a Cooper City State of an Emergency, becomes an essential employee for the City of Cooper City

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, & ABILITIES

- Advanced knowledge of commercial and residential building construction methods and materials
- Advanced knowledge of the building, construction, electrical, plumbing, structural and land use codes for the State of Florida and Broward County
- Knowledge of principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce
- Knowledge of the available body of literature, resources, and agencies applicable to the effective administration of municipal commercial and residential building and construction functions
- Ability to read, interpret, and render compliance decisions in construction plans, schematics, blueprints, and related documentation
- Ability to correctly interpret and efficiently implement all applicable policies and procedures

- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events
- Skill in developing and managing project budgets
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to develop and interpret budgets, contracts, and fiscal and financial reports
- Ability to effectively present information and technical advice to top management and/or all relevant constituents/parties/individuals
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to identify potential issues, modify processes, and resolve conflict as the need arises
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals
- Ability to lead and motivate others to achieve goals
- Ability to establish and maintain effective working relationships with those contacted in the course of work regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, and diverse cultural and linguistic backgrounds

EDUCATION & EXPERIENCE

General Contractor License or Bachelor's degree in Construction Management preferred; certification as a Building Administrator in accordance with Florida Statute required within 12 months of appointment; at least one (1) certification in an inspection trade area in accordance with Florida Statute and a minimum of eight (8) years of progressively responsible and knowledgeable experience in the construction industry; or an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS

Tasks are performed inside without or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

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