

CITY OF OVIEDO
Classification Description



CLASSIFICATION TITLE:	Development Review Manager	FLSA: Exempt
DEPARTMENT:	Development Services	Pay Grade: 121
EMERGENCY STATUS:	Essential	

WORK OBJECTIVE

Performs professional work managing the programs of the Development Review Division of the Development Services Department; does related work as required. Work is performed under general supervision. Manages a program of activities that focus on the City's efforts to provide excellent customer service and development review/growth management. Considerable independent judgment and initiative is required in performing assigned tasks thoroughly. Considerable tact and courtesy are required in frequent contact with applicants, developers, contractors, consultants, other department managers, the department director, division and department staff, other City department personnel involved in the development review process, City officials, other governmental agencies, and the public. Supervision is exercised over all division personnel. This position reports to the Development Services Director.

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 duties are a logical assignment to the position.

Manages the programs of the Development Review Division; prepares and reviews staff reports and official documents issued and produced by the Development Review Division including orders, permits, resolutions, and ordinances; coordinates division staff and City consultants.

Participates in the selection, training and promotion of subordinate personnel and provides direction and supervision to Development Review Division employees, evaluates their performance annually, and takes disciplinary action when needed.

Reviews complex development projects and or agreements, prepares staff reports and documents, and presents to the Public Arts Board (PAB), Local Planning Agency (LPA) and the City Council (CC).

Assists with the coordination of special projects, as assigned by the Department Director, including the Land Development Code (LDC) revision, Architectural Standards, and Transportation Master Plan.

Directs the pre-application meetings and progress meetings with applicants, consultants, property owners and other professionals.

Leads staff meetings of the Development Review and Planning Division and attends managers meetings weekly.

Provides information to the public via e-mail, telephone and in person, and provides assistance to City committees and boards, researching data when necessary.

Prepares the Development Review Division budget and monitors the expenditures of professional services, office equipment, and supplies, training, and publications.

Conducts a variety of studies and research projects related to planning, development review, prepares reports and supporting graphic display materials which reflect findings.

Provides a work environment which encourages clear and open communication and supports customer service excellence.

Supervises, prepares, and maintains the files originated by various development plans, construction plans, planning maps, files, graphics and records.

Represents the City on external committees including but not limited to Metroplan Orlando Bicycle and Pedestrian Advisory Committee (BPAC), Lynx Regional Working Group, and SUNRAIL Seminole County Committee; attends regional professional conferences (FAPA, FPZA)

Prepares grant proposals for a variety of planning-related programs including Safe Route to School and METROPLAN BPAC (Bicycle and Pedestrian Advisory Committee).

Performs related tasks as required.

MINIMUM QUALIFICATIONS

Possesses a Master's degree in architecture, landscape architecture, civil engineering, urban planning, urban design, public administration, or related field. A minimum of five (5) years of increasingly responsible experience in urban planning or urban design, development review, civil engineering, architecture or other related field is required. Two (2) years of supervisory responsibility and professional certification or licensure (AICP, PE, RLA, RA) is preferred.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of architecture, landscape architecture, civil engineering, urban planning, or urban design.

Thorough knowledge of professional techniques related to the review of development and construction plans.

General knowledge of budgeting and professional techniques related to the review of land development code amendment applications, comprehensive plan amendment applications, zoning applications, annexation petitions, and development of regional impact applications.

General knowledge of geographic information systems.

Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.

Ability to prepare and present technical information clearly and in an interesting manner to lay groups and the public.

Ability to establish and maintain effective working relationships with associates, municipal officials, community groups and the general public.

Ability to manage projects and appropriate priorities.

Ability to effectively coordinate with other departments.

Ability to operate modern office equipment such as a personal computer, calculator, fax machine, copy machine and telephone.

Ability to supervise staff within the Development Review division.

SPECIAL REQUIREMENTS:

Subject to flexible work hours as needed, (hours other than 8:00 a.m. to 5:00 p.m., Monday through Friday), and 40 plus hour work week (including nights and weekends) as needed. Possession of an appropriate driver's license valid in the State of Florida. May be required to respond to emergency calls and serve on the City Emergency Management team.

Department/Division: Dev Services/Planning & Dev
 Effective Date: 12/14/2017

Position Title: Development Review Manager
 Rev. # 2 Supersedes: 09/23/2013

Activity In a typical workday, position requires: (check appropriate box)	Never	1-3 Hrs	3-5 Hrs	5-8 Hrs	Frequency: Daily, Wk Mo, Qrt, Yr
Standing		X			Daily
Walking		X			Daily
Sitting				X	Daily
Climbing		X			Weekly
Balancing		X			Weekly
Stooping & Bending		X			Weekly
Kneeling		X			Weekly
Crawling	X				N/A
Reaching (i.e. overhead)		X			Daily
Grasping				X	Daily
Speaking				X	Daily
Hearing				X	Daily
Smelling		X			Daily
Vision/Color				X	Daily
Pushing/Pulling/Digging		X			Daily
Lifting: Up to 10 pounds		X			Daily
10-25 pounds	X				N/A
25-50 pounds	X				N/A
50-100 pounds	X				N/A
100 + pounds	X				N/A
Carrying: Up to 10 pounds		X			Daily
10-25 pounds	X				N/A
25-50 pounds	X				N/A
50-100 pounds	X				N/A
100 + pounds	X				N/A
Workday Conditions					
Extreme weather (hot/cold/inclement)	X				N/A
Noxious Fumes/Dust	X				N/A
Chemicals, animal or human waste	X				N/A
Confined Areas/Heights	X				N/A
Excessive noise (requiring ear protection)	X				N/A
High voltage electricity	X				N/A
Moving Traffic/Machinery	X				N/A
Violence, Explosives, Etc.	X				N/A
Disease or pathogens	X				N/A
Equipment:					
Operate vehicle		X			Weekly
Utilize hand tools and power equipment	X				N/A
Operate heavy equipment	X				N/A
Operate light construction equipment	X				N/A
Operate computers, office machines				X	Daily
Emergency vehicles and/or firearms	X				N/A

Prepared by: Maria Teresa Correa de Oliveira/Connie Collins

Date 12/14/2017

Print Name:

Title:

The City of Oviedo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Oviedo will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

Name (print)

Signature

Date

Management Advisory Group International, Inc. December 2016