



## CITY OF BROOKSVILLE JOB DESCRIPTION

**POSITION TITLE: Community Development Director**  
**DEPARTMENT: Community Development**  
**DIVISION:**  
**SUPERVISED BY: City Manager**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Planning & Zoning / Community Development Director is a highly responsible professional who directs the City's planning, zoning, and related programs, including comprehensive planning, land development, annexation, and redevelopment initiatives. The position develops and implements policies, interprets and applies planning regulations, resolves complex technical issues, and supervises professional and technical staff. Work is performed under broad administrative direction and reviewed for compliance with City policies and the City Manager's guidance. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### **ESSENTIAL JOB FUNCTIONS:**

- Develops and implements goals, objectives, and policies of the Comprehensive Plan and Land Development Regulations.
- Prepares and presents staff reports and recommendations to elected and appointed officials at public hearings and workshops.
- Coordinates project task forces and committees involving citizens, elected officials, and other agency personnel.
- Serves as liaison between the City, community, professional organizations, and governmental entities.
- Prepares complex reports, charts, graphs, and maps addressing land use, economics, environment, health, recreation, transportation, housing, and land development regulations.
- Reviews Federal and State regulations related to planning and zoning; pursues economic development and redevelopment initiatives.
- Receives and reviews rezoning, conditional use permits, special exceptions, annexations, and other development applications; guides applicants through required procedures.
- Conducts research, surveys, and interviews related to transportation, environmental, land use, housing, and economic development issues.
- Prepares grant applications and directs disbursement of State and Federal funds, ensuring compliance with regulations and program objectives.
- Maintains accounting records and prepares budget estimates for program activities.
- Reviews official directives and correspondence for changes in agency programs, policies, and procedures.
- Represents the City and presents plans to other jurisdictions, civic groups, and community organizations.
- May serve as the City's Community Development Agency Director.
- Performs other duties as assigned by the City Manager.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- **Communication Skills:** Ability to interpret complex documents and communicate

effectively, both verbally and in writing. Strong interpersonal and relationship management skills.

- **Mathematical Skills:** Ability to apply advanced mathematical concepts, perform statistical analyses, and interpret quantitative data.
- **Reasoning Ability:** Ability to define problems, collect data, and make sound decisions with multiple variables.
- **Computer & Administrative Skills:** Proficiency in Microsoft Office Suite and web-based business systems.
- **Leadership Skills:** Ability to motivate and develop staff, set performance standards, and provide guidance in technical and operational matters.
- **Work Environment:** Occasionally exposed to wet/humid conditions, moving machinery, high or precarious places, chemicals, outdoor weather extremes, and vibration. Noise levels are generally moderate.
- **Travel:** Up to 20% local or state travel for training, conferences, and meetings may be required.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

**EDUCATION, TRAINING AND EXPERIENCE:**

- **Education:** Bachelor’s degree in urban planning, public administration, or a closely related field from an accredited college or university. Master’s degree preferred.
- **Experience:** Minimum of five (5) years as a Community Development Director or Assistant Director, or seven (7) years of senior-level urban planning experience. Master’s degree may substitute for two (2) years of experience.
- **Licenses / Certifications:** Valid Florida driver’s license. Preferred: American Institute of Certified Planners (AICP) designation, local government planning and grant management experience.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 10/2025**

**FLSA STATUS: Exempt**

**PAY GRADE: SEE CURRENT PAY GRADE SCALE**