

**TITLE: COMMUNITY IMPROVEMENT DIRECTOR/BUILDING OFFICIAL**

**MAJOR FUNCTION:**

Administers, interprets, and enforces the City Code of Ordinances and Florida Building Codes. Performs plan review and inspections; directs and supervises department operations and activities including Business Tax Receipts, Code Enforcement, permitting, and Planning and Zoning.

**PERFORMANCE RESPONSIBILITIES:**

- Administers and provides evaluations and interpretations of the City Code of Ordinances, building codes, statutes, and regulations related to construction and development
- Prepares staff reports on requests for variances, special exception use permits, re-zoning and land use changes
- Prepares operating procedures, annual budgets, legal advertising and reports
- Oversees department staff, projects, and priorities
- Attends meetings and provides staff presentations at Local Planning Agency hearings and City Commission meetings
- Serves as the City's Community Rating System Coordinator
- Conducts research, studies, and monitoring programs
- Performs plans reviews and inspections, including coastal construction, mechanical, electrical, plumbing, and building for code compliance
- Manages and oversees code enforcement
- Performs inspections for soil and erosion control
- Performs inspections for land development regulations
- Performs plan review and inspections for compliance with National Flood Insurance Program
- Oversees department scheduling, training, and travel
- Controls inventory, ordering, and purchases
- Reviews and responds to correspondence and inquiries

- Responsible for oversight of the City's Grease Program
- Responsible for records retention for department

**QUALIFICATIONS:**

Certification as a Standard Building Code Administrator by the State of Florida.

Certified Floodplain Manager.

Five (5) years' experience in supervision and operation of similar department or comparable combination of training and industry related experience.