



CITY OF BUNNELL

Job Title:	Director	Job Category:	Administration
Department/Group:	Community Development	Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	Full Time, Exempt
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	www.bunnellcity.us		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
<p>Job Purpose:</p> <p>This position reports to City Manager.</p> <p>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</p> <p>Duties:</p> <ul style="list-style-type: none"> • Will recommend and interview potential staff members, contract employees, and/or vendors. • Lead Community Development effort on behalf of the City Commission. • Manage all Growth Management activity. • Manage Community Development budget. • Lead , motivate and develop Community Development Department staff • Answer telephones and assist the public. • City liaison with other jurisdictions on Growth Management. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Must possess skill for Public Speaking before small or large groups • Must possess excellent verbal and written communication skills • Must be able to complete broad based strategic planning <p>Qualifications:</p> <ul style="list-style-type: none"> • Possess knowledge of local, state and federal regulations <p>Educational Requirements:</p>			



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- Bachelor’s Degree in Business, Public Administration or Planning

Professional Licenses:

Must possess a valid Florida Driver’s License

Work Environment:

- Performs direct customer service by phone and in person to the general public, officials and other staff. Communicates clearly and courteously both orally and in written form. Remains calm in stressful situations. Must be able to diplomatically handle irate residents and or customers.
- Manual dexterity and eye coordination in computer data entry and calculator manipulations
- Reads large volume of handwritten, noted, and typed and copies detailed maps.
- Sits for lengthy periods of time at a computer.
- Must write legibly to complete various forms, visually auditing various reports and computer printouts for accuracy.
- Manually works with large maps and site plans and uses hand-held scale regularly to verify accuracy and conformance with code.
- Bends, stoops and leans to store maps and works with them on a regular basis. Flexibility to move, bend, stoop and reach to access office equipment, supplies, records and files. Must be able to move about easily and quickly to assist with high volume of customer traffic.

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

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Mick Cuthbertson	Date/Time:	1/4/16 10:50