



HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

Job Title	Development Services Facilitator	Pay Grade	13	Class Code	
Department	Planning and Development	Salary Range	\$72,873 - \$105,665		
Division	Development Services	FLSA	Exempt		
Reports to	Director of Development Services	Revised			
Bargaining Unit	N/A				

GENERAL DESCRIPTION:

Reporting to the Director of Development Services, the Development Services Facilitator is responsible for the management of the department's operations focused on the respective areas of planning, zoning, community development, code enforcement, and building division functions. This position will facilitate the management of significant complex planning projects and programs, working with many internal and external stakeholders.

ESSENTIAL JOB FUNCTIONS:

- Coordinates with citizens, design professionals, board and committee members, and developers on planning and development related issues.
- Participates in meetings with developers and consultants on new development and redevelopment projects.
- Researches, plans, coordinates, and implements special projects.
- Prepares data and reports and makes presentations, as needed.
- Provides staff assistance to the Development Services Director.
- Develops and reviews policies for the County in coordination with the Development Services Director, County Administration, and County Attorney.
- Assists with overseeing all aspects of the development review process, and long-range planning tasks such as zoning and subdivision code revisions, sub-area plans, and comprehensive plan amendments.

- Serves on committees and boards as a member of Hernando County government and attends meetings towards the advancement of planning and development related projects.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles of management and their application to the administration of governmental affairs.
- Knowledge of the zoning, regulatory, and applicable building codes.
- Knowledge of forecasting, budgeting, and fiscal management.
- Ability to plan, direct, and evaluate the work of others.
- Ability to readily acquire a working knowledge of applicable zoning regulations and related division policies and procedures.
- Ability to communicate effectively.
- Ability to make sound decisions and to work independently.

QUALIFICATIONS:

Education	Bachelor's Degree from an accredited college or university with major course work in public administration or related field. Other combinations of experience and education that meet the minimum requirements may be submitted.
Experience	Five (5) years of increasingly responsible public administration experience including two (3) years of administrative and supervisory responsibility.
Licenses, Certifications or Registrations	Must possess and maintain a valid Florida Driver's License and be insurable by current insurance carrier.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EMPLOYEE SIGNATURE	DATE