



Development Service Administrator

City of Miami Gardens, FL. (109,000)
Posted Date: 02/05/2014
Deadline: 02/19/2014, or until filled.
Starting Salary: \$63,143 to \$78,929/DOQ

Nature of Work

This is highly responsible professional, administrative and supervisory work assisting in the planning and directing of day-to-day administrative and enforcement activities for the Development Services and Code Compliance Department.

Work is performed in an office setting and in the field managing the administration of building and code enforcement under the general direction of the Director of Development Services and Code Compliance. Duties include the management, administration and enforcement of the City Code of Ordinances, Business Tax Receipt licensing, certificates of use, landlord permits, re-occupancy inspection, as well as lien processing and code enforcement complaints, customer service, telephone answering, typing, word processing, data entry, record keeping, filing, front desk reception and may require the ability to perform difficult and complex administrative work using independent judgment.

Responsibilities include coordinating departmental relations, supervising preparation of Special Master and Unsafe Structure cases, reviewing customer service delivery issues, developing policies and procedures, responding to public inquiries concerning administrative and development services issues, and ensuring that code and ordinance violations are prosecuted appropriately and equitably. The incumbent exercises an extensive degree of independent judgment and application of managerial knowledge in planning and organizing a variety of administrative and enforcement activities and in providing effective delivery of services to the citizens of the City of Miami Gardens. Supervision is exercised over a staff of administrative and clerical employees.

The incumbent exercises significant administrative initiative and must work effectively with City, intergovernmental, elected and appointed officials; outside attorneys, contractors, architects and engineers; and the general public. The incumbent is responsible for the professional implementation of departmental policies and procedures and attainment of established performance benchmarks. Performs other related duties as assigned.

Minimum Requirements:

Bachelor's degree from an accredited college or university in Business or Public Administration or related field; three (3) years of progressively responsible managerial and/or administrative experience in the delivery of citizen services as well as the investigation and enforcement of multiple municipal ordinances to include supervisory experience are required; or any acceptable related combination of training and experience.

Florida Association of Code Enforcement Certification Level I must be obtained within one (1) year of employment. Florida Association of Business Tax Official Certification (FABTO) must be obtained within FABTO guidelines. Must possess and maintain a valid Florida driver's license and maintain a satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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