

# **Broward County Board of Rules and Appeals Special Meeting Agenda**

June 14, 2022  
Broward County Governmental Center  
115 S. Andrews Avenue, Room 302, Fort Lauderdale, FL  
Time: 6:00 PM

**Call Meeting to Order**

**Roll Call**

1. **Interview of Finalists for Position of Board Administrative Director**
2. **Board Discussion and Action**
3. **Adjournment**

*Members: If you cannot attend the meeting, please contact Mr. DiPietro at 954-931-2393 between 6:00 p.m. and 7:00 p.m.*

## BROWARD COUNTY BOARD OF RULES AND APPEALS ADMINISTRATIVE DIRECTOR SEARCH

<b>2022</b>	<b>TIMELINE</b>
Apr 1-30	Advertise for New Director Position
Apr 30	Deadline for Receipt of Applications
Mid-May	Date for Search Committee to Receive & Review all Applications and Narrow Field for Interviewing
Mid-Jun	Date for Full Board to Interview Finalists and Select New Director at a Special Board Meeting
Jul 14	Date for New Director Contract Approval by Board
Sep 30	Last Day for Current Director
<b>ADVERTISING</b>	
1	Miami Herald
2	Sun Sentinel
3	International City Management Association
4	Florida City and County Management Association
5	<a href="https://www.indeed.com">https://www.indeed.com</a>
6	<a href="https://www.linkedin.com">https://www.linkedin.com</a>
7	<a href="https://www.ziprecruiter.com">https://www.ziprecruiter.com</a>
8	<a href="https://www.governmentjobs.com">https://www.governmentjobs.com</a>
9	BORA website

**Product(s):** Sun Sentinel  
**AdSize(s):** 1 Column  
**Run Date(s):** Sunday, March 27, 2022, Sunday, April 10, 2022  
**Zone:** Full Run  
**Color Spec.** B/W

## Preview

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**ADMINISTRATIVE DIRECTOR - BOARD OF RULES AND APPEALS - EOE -**  
\$108,890 – \$173,787  
Hiring Salary Range Limited To \$145,578

### Nature of work

This is highly responsible administrative work in planning, organizing, and directing the activities of the Broward County Board of Rules and Appeals.

Work involves responsibility for the administration and direction of all programs of the Board of Rules and Appeals; structuring of staff; interrelations with county and city building and fire departments and other agencies involved in providing support and monitoring all activities regarding the Florida Building and Fire Codes and supporting regulations. Incumbent is required to use a broad spectrum of financial and management skills. Assignments are received as broad policy statements.

### General areas of responsibility are:

- Administers and enforces the Florida Building and Fire Code, and supporting regulations, throughout Broward County through subordinate chief code compliance officers, and the County and local building permitting departments
- Administers the Countywide inspector's competency review program
- Reviews field reports from compliance officers and notifies building and fire code officials of violations and document replies
- Directs submission of code appeals to the Board and the preparation of all proposed amendments to the Florida Building and Fire Code supporting regulations
- Prepares and monitors the Board budget
- Provides support staff to all technical committees appointed by the Board
- Enforces requirements related to inspectors not using Certificate of Competency to engage in free enterprise

\* Agency Commission not included

**Responsibilities**

- Directs and supervises the daily administration and function of the agency. Offers recommendations to the Board
  - Performs related work as required
- Work is done independently with general supervision by the Chairman of the Board of Rules and Appeals. Performance is reviewed annually by the Board.

**Minimum Education and Experience Requirements**

Graduation from an accredited four-year college or university (Master's degree preferred) with major course work in business, public administration, or related fields; and a minimum of seven years high level management, administrative experience in the construction industry or government field in administration and finance; or any combination of training and experience.

**Additional Information**

The current Director is retiring after more than 22 ½ years of service. Members of the Broward County Board of Rules and Appeals are appointed by the Broward League of Cities and the County Commission. The authority of the Broward County Board of Rules and Appeals is detailed in the State of Florida Special act Chapter 71- 575 and the Charter of Broward County Section 9.02.

**How to Apply**

Qualified applicants should submit a resume, including salary history, to the address below delivered or postmarked by April 30, 2022: EOE  
Administrative Director Screening Committee  
1 North University Drive  
Suite 3500 B  
Plantation FL 33324



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