



## DEVELOPMENT SERVICES DIRECTOR

Department:           **Development Services**   Class Code:   **38**  
Reports to:           **Town Manager**   FLSA Status:   **Exempt**

**GENERAL PURPOSE:** Under general direction, administers and coordinates current and long range community development programs, projects and operations, including planning and zoning, building safety, code compliance, land use and development and related services, through effective planning, staff management and resource allocation; assures compliance with Federal, State and Town regulations. Provides professional and technical support to the City Manager's Office, City Council and other boards and commissions. Provides excellent customer service to new and existing businesses and residents throughout the Town.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and directs department operations, projects and programs, including community planning, long range planning, case review, plan review, building permits, inspections, and code enforcement; provides leadership, direction and guidance in the future development of the Town, and implementation of the General Plan.
- Plans, organizes and directs the activities of professional, technical, and clerical personnel in the compilations, analysis, and interpretation of data used in community planning, zoning, land use planning and building safety.
- Serves as principal advisor to the Town and subject matter expert on community development and technical issues; evaluates and analyzes complex and sensitive issues and projects, develops solutions, and advises on specialized areas of technical expertise.
- Makes oral and written presentations to the Town Council, Planning and Zoning Commission, various committees, boards, and citizen groups.
- Plans long-range community goals, objectives, organizational structure, and overall direction for the department.
- Monitors, reviews, and communicates the implementation of the department's strategic plan(s) to ensure that long-range goals and objectives are met.
- Works closely with the Town Manager and Economic Development staff on prospective business and possible creation of development agreement, proposals and creative enterprises.
- Ensures that economic development activities comply with Town goals, policies and procedures, as well as federal, state and local regulations.
- Proposes and writes resolutions, proclamations, ordinances, staff reports and other official documents as required.
- Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work.
- Directs and participates in the development and administration of the department budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Directs, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services.

## **JOB DESCRIPTION**

## **Development Services Director**

- Supports the relationship between the Town and the general public, by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and town staff; promotes the Town goals and priorities, and complies with all town policies and procedures.
- Works with developers and contractors, in conjunction with other departments to provide outstanding customer service for their projects.
- Maintains absolute confidentiality of work-related issues and town information; performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree from a college or university in Urban Planning or Public/Business Administration, or a closely related field; AND five or more years of experience in planning/zoning and community development including supervisory work; OR and equivalent combination of education, training and experience.

#### **Required Licenses or Certifications:**

Possession of a valid Arizona driver's license. Professional certification through the American Institute of Certified Planners (AICP) is preferred.

#### **Required Knowledge of:**

- Federal, state, and City rules, regulations, and ordinances governing planning, zoning, code enforcement, building safety, municipal services, and urban development.
- Principles, practices and procedures of urban planning, community development, land use, zoning regulation, building safety, construction, code enforcement, permitting, and environmental protection.
- Techniques and practices for effective and efficient management of allocated resources.
- Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, procurement, and contract management.
- Principles and practices of community development program planning and evaluation.
- Environmentally responsible and resource-efficient community development techniques.
- State and Federal case law related to planning, zoning, code enforcement and building safety.
- Public relations and customer service practices, methods, and techniques.

#### **Required Ability to:**

- Perform demographic research and analysis.
- Understand regional and local economic environment.
- Research, compile, and summarize a variety of informational and statistical data and materials.
- Communicate effectively in written and oral form to a diverse audience, and prepare and analyze technical and administrative reports, statements and correspondence.
- Establish and maintain effective working relationships with elected officials, staff, local business leaders, community groups and individual citizens.
- Understand, interpret and communicate complicated ordinances, codes, policies, procedures and protocols.
- Use initiative and independent judgment within established procedural guidelines.
- Direct and lead staff, delegating tasks and authority, and coaching to improve staff performance.
- Develop and manage plans, budgets, policies, and procedures.
- Take clear direction from Town Council and Town Manager and relay that information to staff.
- Prepare clear and concise reports, correspondence, ordinances and other written materials.
- Prepare and administer budgets.

**Physical Demands / Work Environment:**

- Occasionally requires reaching with hands, fingers, feet and arms, and talking or hearing.
- Specific vision abilities required by this job include close vision.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.
- This position requires positive and active support of the Town, the citizens, and co-workers.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job, or technical developments).

*Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		11/2018		35		
		7/2021		38		

APPROVED:     *Laura Kyriakakis*    

DATE:     7/7/2021