

JOB DESCRIPTION

JOB TITLE: Director of Community Development

JOB NO: EX023221

JOB FAMILY: Executive

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To plan, administer and manage the activities and operations related to Planning and Code Compliance, including Planning, Building Inspection, Environmental Code, Food Inspection, and Animal Control Divisions; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION

General supervision is provided by the Deputy City Manager. Direct reports include the Administrative Supervisor, Manager of Planning, Manager of Health, and Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Develop, plan and implement goals and objectives for each major function; recommend and administer policies and procedures.
3. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
4. Supervise and participate in the development and administration of the budget process; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
5. Coordinate activities with those of other departments and outside agencies and organizations; provide highly responsible staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; evaluate employee performance; work with employees to correct deficiencies; implement disciplinary procedures. Provide timely, accurate feedback and thorough Performance Reviews for supervised employees.
7. Direct the preparation of agenda items for the City Council, and various committees and boards involved in the planning and code compliance activities; present agenda items to the Council as needed.
8. Develop and review staff reports related to code compliance and planning matters; present reports to a variety of commissions, committees, boards and the City Council.
9. Direct the evaluation, selection and administration of outside contracts for code compliance and planning activities.

10. Review and oversee code changes to ensure constitutional compliance with state and federal laws; stay abreast of new or amended state and federal codes.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Provide timely, accurate and thorough Performance Reviews for supervised employees.
13. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

Any combination of the following education and experience is qualifying:

Education:

Bachelors degree from an accredited college or university with major course work in urban planning, business administration, public administration, architecture, engineering or related field.

Experience:

Seven years municipal experience managing planning and code compliance programs at the department head level.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Must obtain possession of a certification of registration as a Code Enforcement Officer from the State of Texas within one (1) year of employment.

American Institute of Certified Planners certification is desired.

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are:

- 1) Job knowledge;
- 2) Teamwork;
- 3) Customer Service;
- 4) Flexibility;
- 5) Work Ethic.

The five supervisor competencies are:

- 1) Leadership & Results Orientation;
- 2) Coaching, Mentoring and Developing Employees;
- 3) Communications and Maintaining an Open Mind;
- 4) Vision & Innovation; and
- 5) Empathy.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern principles and practices of planning and code compliance program administration.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to planning and zoning, building, environmental and health inspections, federal program regulations and historical preservation.

Principles and practices of land use planning and regulation, including zoning, subdivision regulations and comprehensive planning.

Principles and practices of organization, administration and personnel management.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to building inspection, health inspection, animal control and environmental code enforcement.

Current social, political and economic trends and operating problems regarding building inspection, health inspection, animal control and environmental code enforcement.

Principles and practices of project management.

Skill in:

Researching, analyzing and evaluating new service delivery methods, procedures and techniques.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Effectively administering a variety of building inspection, health inspection, animal control and environmental code enforcement activities.

Preparing clear and concise administrative and financial reports.

Preparation of technical planning reports, maps and documents; analyzing information and determining the appropriate course of action.

Ability to:

Direct the operations of a modern Community Development Department.

Interpret and apply pertinent federal, state and local laws, codes and regulations as they apply to land use, zoning, subdivision, construction, health inspections, environmental control, historical preservation, and federal grant and assistance programs.

Manage, direct and coordinate the work of professional, technical and clerical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Community Development Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient Community Development Program.

Prepare and administer large and complex budgets.

Communicate clearly and concisely, both orally and in writing.

Operate a motor vehicle.

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other governmental officials, community groups, and the general public.

Pass a medical physical examination and drug test.

Meet the City's driving standard.

