# DEVELOPMENT SERVICES DEPARTMENT DIRECTOR

## JOB DESCRIPTION

**Classification Responsibilities:** The Development Services Department Director is responsible for planning and managing the activities and operations of the Development Services Department including, zoning, codes and permitting, planning, building inspections, small business assistance, special department projects, civil plan reviews, and historic preservation needs and processes. This position develops, implements, and manages new approaches to simplify, enhance and facilitate, the delivery of the Department's services. Duties include: managing resource needs and budgetary expenditures; providing direction to the department executive team to coordinate policy direction related to the Design Review Board, the Planning and Zoning Board, the Board of Adjustment, and the Historic Preservation Commission; maintaining an awareness of new trends and advances in the profession; overseeing the development, preparation, and implementation of the department budget; and defining quality and meaningful metrics to measure the Department's performance. The Development Services Director is responsible for ensuring the Department is meeting City administrative policies, and provides information and assistance to the public, city officials, and other departments or other individuals concerning city codes, land development regulations, zoning regulations, interpretation of codes/regulations, application and review processes, approvals, development projects, and procedural issues. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Development Services Department Director's work assignments are broad in scope and are performed with considerable independence. This class exercises considerable judgment in accomplishing department objectives and achieving desired results, as well as for the department's overall goals and program development. Work is performed under the general direction of a Deputy City Manager or Assistant City Manager and is reviewed through the evaluation of conferences, meetings, and reports. This class is FLSA exempt-executive.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Urban Planning and Design, Architecture, Engineering, Construction Management, Environmental Sciences, Business or Public Administration, or a related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification.** Graduation from an accredited college or university with a Master's Degree in Urban Planning and Design, Architecture, Engineering, Construction Management, Environmental Sciences, Business or Public Administration, or a closely related field is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, the media, and public officials in order to provide guidance and to explain the activities and operations of the department. Prepares written documents, Council reports, studies, proposals, budget documents, letters, memos, etc., to convey necessary information to management, City Council, subordinate staff, and the general public. Provides written and verbal directions to supervisors and administrative staff. Produces written documents such as policies, methods, procedures for improving productivity, and develops plans and specifications for additions or revisions to current programs or Citywide plans. Represents the department and City with other groups, agencies, boards, and committees through membership or participation in professional organizations.

**Manual/Physical:** Attends meetings of the City Council, citizen's advisory boards, the developer's advisory forum, and civic groups and makes presentations regarding development, administration, and implementation of the City's Development Services programs. Reviews the work products of others to ensure compliance with departmental operating procedures and federal, state, and local regulations. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings and visit various job sites.

**Mental:** Plans and directs the activities of the Development Services Department. Supervises and evaluates the work of staff for the assigned functional areas. Reviews or checks the work product of others to ensure conformance to standards by ensuring compliance with policies, procedures, and guidelines set forth by the department as well as the regulatory agencies. Resolves procedural, operational, and other work-related problems with staff, consultants, other entities, and City management. Develops departmental policies and procedures, short- and long-range objectives, and establishes new programs. Prepares the department budget.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of public administration (example: policies, personnel, and budget administration);
modern management techniques, supervisory practices, and evaluation methods;
customer service principles and practices;
governmental organization and management; and
other City departments/divisions, particularly as their operations may relate to those of Development Services.

Ability to:

effectively plan, direct, and manage the work of Development Services;
effectively use electronic media (example: e-mail, e-calendar, etc.) in carrying out duties and in communicating;
prepare and submit clear, concise, and accurate reports on highly complex projects;
prepare and present clear and concise presentations to the City Council and City management;

direct and advise on changes to promote compliance with City policies and regulations; and establish and maintain working relationships with staff, other City departments/divisions, City officials, developers, contractors, boards and committee members, civic groups, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 11/21
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JOB FCTN-ADM
PAY PLAN E01-E18

PAY GRADE: E14
IND-9410
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