



JOB DESCRIPTION
Development Services Director

Job Class: 10

FLSA Status: Exempt

Date Approved: 8/24/2017

Supervised by: City Administrator

JOB DEFINITION

The Development Services Director is a professional and management position that manages and supervises all aspects of community development including planning and zoning, code enforcement, animal control and building inspection.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision from the City Administrator
- Supervises Building Inspector and Code Enforcement/Animal Control Officer
- Coordinates work with other City departments as needed

EXAMPLES OF ESSENTIAL DUTIES *(This list is not to be construed as a complete representation of the responsibilities of the job, and may include other duties as assigned that are not listed below.)*

Importance	Tasks	% of Time
1	Carries out managerial responsibility for all land use and development applications. Performs city review and coordinates outside review for all submitted applications. Meets with applicants as needed and assists in finding possible solutions to development issues. Prepares staff comments and recommendations for Planning Commission, City Council, Board of Zoning Appeals and other boards and committees as necessary. Prepares and distributes all agendas for Planning Commission and Board of Zoning Appeals. Presents applications to Planning Commission, Board of Zoning and City Council as appropriate.	30
2	Supports the city's economic development initiatives. Prepares studies for land use, zoning, thoroughfare, and utility development or improvement. Confers with developers concerning proposed development. Supervises the evaluation of land use proposals for conformity to established plans and ordinances. Evaluates development proposals for impact as they relate to the adopted plans of the city and makes recommendations. Manages certain capital improvement projects related to economic development initiatives from concept to completion including, but not limited to project planning; budgeting; public meetings and engagement; easement acquisition; project coordination; and construction.	30
3	Manages and supervises the functions of code enforcement, animal control and building inspection to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.	15
4	Carries out managerial responsibility in accordance with policies, procedures and applicable laws, for all facets of planning and zoning including current and long range	10

Importance	Tasks	% of Time
	planning, Edgerton Unified Development Code and subdivision regulations. Thorough understanding of statutory requirements associated with land use regulations and the ability to interpret and apply them to projects.	
5	Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares recommended department annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.	5
6	Assists citizens by phone or in person answering a wide variety of inquiries regarding development and planning issues. Provides interpretations of the Unified Development Code and other city regulations relating to land development and land use. Processes various types of applications. Answers questions about scheduling, application status and the public hearing process.	5
7	Consults with developers, architects, and general public in person or by phone regarding zoning, land use, and development matters. Coordinates and participates in public outreach opportunities to raise awareness of city planning objectives.	5

IMPORTANT JOB FUNCTIONS

- Supports the city's economic development initiatives, including conferring with developers concerning proposed development. Provide welcoming and customer-focused assistance to external stakeholders, new and existing businesses as well as the public in general, in various city approval processes.
- Identifies and makes recommendations regarding enhancements to department procedures, codes and guidelines and the development review process. Researches proposed amendments to the Unified Development Ordinance and other codes, policies and guidelines and makes recommendations to staff and review bodies.
- Monitors national and state-wide development in planning, economic and community development matters; evaluates their impact on City programs and operations.
- Represents the City on various boards and organizations on the local, regional and state levels.
- Represents the department at various board and committee meetings and provides liaison with other departments and citizens groups.
- Makes public presentations as needed to the City Council, staff, citizen groups, students and others.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree from an accredited college or university in city or urban planning, landscape architecture, geography, engineering, public administration, or a related field. Master's degree in urban planning, public administration or related field preferred. AICP preferred.
- Five to seven years of progressively responsible related experience, including supervisory; or,

- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Kansas Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Theory, principals, practices and techniques of community development, planning, building inspection, code enforcement, animal control, economic development and related community development skills.
- All applicable state, federal and local ordinances, laws, rules and regulations.
- Principles and practices of local government, including budgeting, purchasing, and the maintenance of public records.
- Organization and function of an elected City Council and appointed boards and commissions
- The City's personnel rules and policies, principles and practices of management and supervision.
- Administration of staff and activities, either directly or through subordinate supervision.
- Methods and practices of assembling, analyzing, and presenting statistical data.
- All computer applications and hardware related to performance of the essential functions of the job.
- Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Communicating orally and in writing with general public, co-workers and supervisory personnel in order to give and receive information in a courteous, honest and straight-forward manner. Must be able to adapt communication style and format to the audience.
- Remaining calm in stressful situations and to direct others during incidents.
- Solving problems and resolving conflict.
- Operating and maintaining all assigned equipment required to perform the essential functions of the job.
- Review and interpretation of construction/engineering plans.
- Prioritization of work and projects to meet the City's economic and community development initiatives

Mental and Physical Abilities:

- Communicate clearly and concisely, both orally and in writing, in a timely manner.
- Prepare clear and concise reports.
- Interpret and apply applicable federal, state and local policies, codes, laws and regulations.
- Organize and maintain data accurately and completely with attention to details.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Able to present information in both formal and informal public settings.
- Be courteous, diplomatic, even-tempered, cordial, patient, impartial and cooperative when dealing with supervisors, co-workers, elected/appointed officials, and the public.
- Analyze organizational and administrative problems, adopt an effective course of action, and provide leadership to others in carrying out action plans.
- Able to maintain confidentiality of certain public records, transactions, and information. Can identify sensitive records and information and follow procedures for maintaining confidentiality.
- Establish and maintain effective working relationships with all encountered during the course of work.

WORKING CONDITIONS:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent’s working conditions are typically moderately quiet. The employee is occasionally required to carry, lift, move or push up to 25 pounds. This job may require occasional bending, squatting and twisting. This job includes frequent use of manual dexterity and visualization of a computer screen throughout the day.

This job requires attendance at evening meetings which include regular and special meetings of the City Council, delegated advisory boards, committees, and community groups. Attendance at overnight seminars and conferences may also be required.

I understand that nothing in this job description restricts the City's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this job description and its related duties.

_____	_____	_____
Employee	Signature	Date
_____	_____	_____
City Administrator	Signature	Date

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.