



Development Services Director

Department:	Development Services	Pay Grade:	NR-20
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Mayor

POSITION PURPOSE: Under administrative direction, directs and administers the planning, organizing, controlling, and directing the operations and activities of the Development Services Department including Building and Planning functions. Supervises and evaluates the performance of assigned personnel. Responsible for all functions related to review of proposed development activities. Directors are responsible for the operations of the departments and may delegate signing authority except as limited by the provisions of Edmonds City Code or state or federal law.

ESSENTIAL FUNCTIONS 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.*

- Directs Department operations to maintain effective and efficient programs; ensure compliance and accountability with Federal, State, and local regulations, policies, and procedures.
- Plans, directs, coordinates, monitors, and reviews the work of assigned staff ensuring that services and work products meet quality and safety standards; assigns work activities and coordinates schedules, projects, and program.
- Supervises, coaches, trains, and motivates staff; coordinates and/or provides staff training.
- Provides constructive feedback to staff, reviews and evaluates work and makes effective suggestions and recommendations.
- Directs the Department employment and hiring process and employee relations.
- Manages the workflow and prioritization of projects and measures the performance of the Department and all related staff and takes appropriate corrective action when necessary.
- Develops, administers, maintains, and oversees the Departmental budget including: the annual or bi-annual budget, outside funding, revenues, assists with the Capital Improvement Program and Capital Facilities Program.
- Makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies; recommends efficiencies to keep costs within established financial guidelines; approves Departmental expenditures and implements adjustments.
- Provides advice and coaching to staff; develops work plans for staff.
- Implements and / or recommends corrective actions, discipline, and termination procedures as appropriate / necessary.
- Develops action plans and metrics analyzing operational results and ensures the effective allocation and utilization of resources.
- Serves as staff on a variety of boards, commissions and committees and prepares and presents staff reports and other necessary correspondence.

JOB DESCRIPTION

Development Services Director

- Develops action plans and metrics; analyzes operational results and assures the effective allocation and utilization of resources.
- Attends and participates in professional group meetings maintaining awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate and ensures processes, policies and practices are interpreted and applied consistently and effectively.
- Oversees the preparation and maintenance of a variety of reports, records and files related to assigned activities; prepare and maintain records and reports related to budgets, plans progress, personnel, and related activities.
- Provides leadership and knowledge on emergency response/emergency operations and recovery activities.
- Participates in special assignments or projects as required and as priorities are set by the City Council or Mayor; research complex issues to specific initiatives; plans, develops and reviews technology improvements and initiatives at the department and city level; collaborates with other departments and IT.
- At the direction of the Mayor, work with Council to provide thorough information, analysis, pros/cons, consequences, options, and recommendations for Council to make informed decisions.
- Develops implementation schedules, approaches, and strategies; may present plans, projects, code amendments and historical and regulatory reviews to boards, commissions, and City Council; may also present similar concepts to other city staff in order to coordinate and/or provide education on specific topics.
- At the direction of the Mayor, works with Council to provide thorough information, analysis, pros/cons, consequences, and options on specific topics; and recommendations for Council to make informed decisions.
- Plans, organizes, and directs a variety of programs, projects and activities related to the Development Services Department including Building and Planning.
- Oversees private development and long-range planning activities and assists in the implementation of the City's Capital Improvement Program as directed.
- Establishes customer services programs to assure that citizens achieve their objectives in the most timely and efficient manner.
- Provides technical expertise, information, and assistance to the Mayor regarding assigned functions; assists as needed in the formulation and development.
- Plans, organizes, and implements long and short-term programs and activities designed to develop assigned facilities and services.
- Directs the preparation and maintenance of a variety of narrative and statistical routine and non-routine reports, records and files related to assigned activities and personnel.
- Communicates with other administrators, various City departments, city staff, outside organizations and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develops and prepares the annual preliminary budget for Development Services; analyzes and review budgetary and financial data and control and authorize expenditures in accordance with established limitations.
- Assists with related communications and public relations; attends and conducts a variety of meetings as assigned; attends and makes presentations at City Council meetings; represents the City with outside agencies and private parties; facilitates review of public concerns and inquiries and maintains documentation of such. (Log complaints and resolutions)
- Fulfills roles and responsibilities on the EOC team as assigned by the Mayor.
- Perform related duties as assigned by Mayor.
- Acts as SEPA official.
- Continually reviews and makes recommendations for Development code updates.

JOB DESCRIPTION

Development Services Director

Required Knowledge of:

- City organization, operations, policies, and procedures.
- Planning, organization, and direction of the Development Services Department including Building and Planning functions.
- Building, Engineering, and Planning Functions.
- Principles and practices of governmental budget preparation and administration.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, state, and local laws, rules and regulations related to assigned activities and programs relevant to assigned functions.
- Effective oral and written communication principles and practices.
- Program/project management techniques and principles.
- Research methods and report preparation and presentation.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Advanced principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods, and techniques.
- Contract negotiation and administration. Administrative program / project management techniques and principles.

Required Skill in:

- Interpreting and applying applicable federal, state, and local rules and regulations; administering City and departmental policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Planning, organizing, controlling, and directing the activities and operations of Development Services of the City including Building and Planning functions.
- Performing policy analysis, including development of alternatives, cost/benefit, and other types of decision analysis.
- Administering program goals and objectives; implementing initiatives and recommendations in support of department and City goals.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Analyzing situations accurately and determining an effective course of action; preparing reports including providing and analysis and recommendation and/or options as requested by the Mayor to Council.
- Meeting schedules and timelines and working independently with little direction.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Maintaining confidentiality and communicating with tact and diplomacy.
- Applying program/project management techniques and principles.
- Developing and monitoring departmental and program/project operating budgets, costs, and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Supervising, leading, coaching and using best management practices to improve staff performance, delegating tasks and workload assignments.

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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor’s Degree in public administration, engineering, planning or related field and seven years of experience with four years of increasingly responsible management experience in the administration of City planning or building functions. Master’s Degree or AIC or PE preferred.

Required Licenses or Certifications:

Valid State of Washington Driver’s License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, reaching above shoulder, or horizontally or otherwise positioning oneself to accomplish tasks.
- Walking or otherwise moving to inspect sites.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with potentially angry and/or dissatisfied customers.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____