



JOB DESCRIPTION

Title: **DEVELOPMENT SERVICES MANAGER**

Department: Community & Economic Development

Class Code: 1790

FLSA Status: Exempt

Effective Date: January 1, 2017

GENERAL PURPOSE

Under the general direction of the Community & Economic Development Director, performs professional, administrative, and managerial duties related to directing and managing the Community and Economic Development and Building Divisions, including planning, zoning, economic development, neighborhood preservation, business licensing, federal grants, building inspection, plan review, and building and zoning code enforcement. Works with businesses and residences in the City.

EXAMPLE OF DUTIES

- *-- Plans, coordinates and directs the implementation of the city general plan with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the city general plan; ensures implementation and enforcement of building and planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting city developments, expansion, transportation and related programs.
- *-- Manages the day-to-day operations related to development services; initiates studies regarding zoning issues, development of ordinances, business licensing, review of permits, architectural designs, etc. and issues interpretations of city zoning, planning, building and related ordinances and regulations.
- *-- Provides reports and oral presentations as required. Works with the Planning and Zoning Commission, Hearings Officers, Building Board of Appeals and department staff to provide leadership, technical insight, and recommendations related to building code, planning, zoning, signs, subdivision ordinances and the city general plan.
- *-- Supervises personnel, including building, planning, business licensing staff and ordinance enforcement officers; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work assignments. Assists in preparing and managing annual budget and monitors expenditures.

- *-- Assists in resolving interpretation issues for inspections of buildings under construction and existing buildings for compliance with the adopted Plumbing, Mechanical, Building and Electrical Codes. Grant modifications to adopted codes when necessary.
- *-- Reviews and oversees SSOD development permits and compliance with the SSOD institutional controls.
- *-- Meets with the public, developers and contractors regarding development issues; interprets information in City ordinances pertaining to the department.
- *-- Coordinates and cooperates with the Mayor's Office, Attorney's Office and Police Department in the enforcement of building, zoning and health ordinances and assists in the prosecution of violators.
- *-- Oversees final inspection for construction projects at completion for issuance of certificate of occupancy and signs for Building Inspection Division.
- *-- Meets with businesses; develops profiles and maintains a positive relationship with businesses. Works with local Chamber to provide support to existing businesses. Develops and nurtures professional working relationships with business owners and managers and encourages them to locate or expand their operations in the City. Works with the Community & Economic Development Director in economic development and redevelopment efforts for the City.
- *-- Oversees and administers business licensing services. Maintains effective customer service, follow-up, and enforcement of licensing for business.
- *-- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- *-- Works with other city departments in coordinating plan approval and building code related issues.
- *-- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- *-- Coordinates, plans, prepares, supervises and administers the City Community Development Block Grant program and housing programs. Attends hearings, reviews budgets and coordinates with other County and Federal officials and agencies.
- *-- Serves as a representative on state and local committees such as affordable housing and homeless committees or other related to community and economic development functions.

- *-- Assists in implementing new software applications for building, planning and business licensing.
- Performs related duties as assigned by the Community & Economic Development Director.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a Bachelor's Degree in business, urban planning, public administration or closely related field and five (5) years of progressively responsible experience performing above or related duties, or an equivalent combination of education and/or experience.
- Supervisory experience is preferred.

Special Requirements

- Must have a valid Utah Driver's License.
- American Institute of Certified Planners (AICP) certification is preferred.
- Working knowledge of Geographic Information Systems (ARC/Info) is highly desirable.
- Travel between office and City Hall is required.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of local planning and development; planning, zoning, design and subdivision law, theory and applications; local government, economic development structure and operation, including budgetary procedures.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Skill in general office management and practices, interpersonal communication, employee supervision, motivation, and the ability to direct the work of others.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers, divisions, departments and other government agencies.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.