

DIRECTOR OF DEVELOPMENT

CITY OF GLEN ROSE, TEXAS

DEPARTMENT:Development

REPORTS TO: City Administrator

JOB SUMMARY:

The City is seeking a Director of Development with strong management and leadership skills to lead the Department of Development. This role must understand the desires of the community to retain its small-town charm while applying careful planning skills during this time of growth. A strategic thinker with business acumen and interpersonal skills possessing a proven history in the field of City planning is necessary to be successful. Must interact well with City leadership, boards and have strong oral and written skills. The ability to express a concise vision to developers and our citizens will be required.

A knowledge of all forms of development financing is beneficial.

This role is responsible for leading the efforts to implement the City's Comprehensive Plan and shall be appointed by a majority vote of the Mayor and City Council for a contractually agreed upon term.

EXAMPLES OF JOB DUTIES:

(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Provide leadership and direction in establishing a unified vision for the future of the City of Glen Rose
- Under the general supervision of the City Administrator, the Director of Development provides planning and technical services related to long-range planning, zoning, design, and general development of the City
- Assumes management responsibility for all City planning functions and activities, including current, long-term, and environmental planning; facilitation of the residential and commercial development process; knowledge of economic incentives and processes to include but not limited to PID, TIRZ, Annexation, De-annexation, 380-agreements, grants, and loans
- Plan strategies to attract new businesses through an aggressive outreach to identify customers and/or prospects and encourage expansion and retention of existing businesses to promote a stronger economic base
- Build and maintain excellent relationships with Glen Rose Chamber of Commerce, Convention & Visitors Bureau, County Commission, Somervell County Water District and similar groups to promote Glen Rose business; represent the City at chamber/City organizations and industry trade shows
- Contact and market the City to outside agencies and enterprises. (i.e. private investors, developers, realtors, etc.); conduct tours of industrial and commercial sites and available facilities; gather business related data and demographics and develop marketing materials
- Coordinate economic development negotiations with the City Manager, County Judge and Commissioners
- Recommend and administer policies and procedures

- Direct the research, analysis and evaluation of technical information to determine feasibility and economic impact of proposed industrial expansions and developments
- Plan, coordinate and manage municipal planning projects. Assists in economic development, neighborhood, and revitalization initiatives
- Coordinate beautification and way-finding projects
- Explain, justify and defend policies, and activities; negotiate and resolve sensitive and controversial issues.
- Develop comprehensive marketing plans
- Evaluate program effectiveness
- Monitors, researches, evaluates, and writes various City ordinances relating to planning and community development; coordinates updates, code amendments, and zoning changes with multiple City departments
- Interprets and administers land development regulations, such as zoning, subdivision regulations and development standards
- Assists in researching and developing and/or revising policies and regulations relating to long-range planning including elements of the Comprehensive Plan and other regulatory ordinances
- Completes long-range planning and design assignments related to comprehensive and area planning, including preparing and evaluating plans and written reports
- Preparation of studies and reports regarding land use, building activity, residential and commercial improvements, and related long-range planning activities
- Makes presentations to the Planning and Zoning Committee, Historic Preservation Board and City Council
- Coordinates work and attends meetings with City, County and State officials regarding current and future development needs and plans
- The Director of Development will monitor legislation and technical developments that may affect the planning function; evaluates their impact upon the department and City activities and draft code changes, implementing changes, as needed
- Continually seeks process improvements that provide exceptional customer service
- Complete performance evaluations and make recommendations to the City Administrator regarding hiring, developing, promoting, disciplining, and terminating members of the Development Department
- Must create and foster a positive work environment
- Responsible for department budget preparation and administration; fee assessments and collection
- Fosters positive working relationships with any organization and or entity with which they conduct business
- Investigates the affairs of their department, including all complaints and report findings to the City Administrator
- Represents the City at functions with outside organizations, agencies, businesses, and the general public
- Conveys a positive, professional image by action, communication and appearance
- Provide a weekly report to the City Administrator and monthly report to the City Council
- Assists the City Council in identifying and applying for Federal and State grants and loans
- Assists the Mayor and Finance Director with preparation of the annual budget
- Attends various meetings, including City Council, planning and zoning, historic preservation board, and staff meetings, and takes necessary action regarding agenda items
- Must be available to Mayor and City Council for meetings pertaining to City development. (Refer to Director of Development Ordinance for additional powers and duties – **we'll need to create**)

- Performs other such duties as may be prescribed by the City Administrator or City Council or as dictated by the nature of the position
- Duties may be added, removed or evolve as deemed appropriate by the City Administrator or City Council

WORKING CONDITIONS:

- Considerable time is spent outdoors and is subject to mechanical, electrical, fire, chemical hazards, and bodily injury
- Workers may be subjected to extreme temperatures; inadequate lighting; workspace restrictions; intense noises; travel; dirt, and dust; heat and cold; loud noise; constant noise; fumes; odors; wetness and humidity; vibration; extremes in temperatures; trench work; work from heights; and smoke
- Work is occasionally performed indoors in an office setting
- Travels to meetings, conferences, seminars, etc.
- Subject to intermittent times of stress and frequent calls after hours
- Required to attend frequent evening meetings
- May be subjected to time pressures, frequent changes to tasks, requests to perform multiple tasks simultaneously, and dealing with irate people
- **This position is considered essential and is required to respond in the event of an area-wide or local emergency**

KNOWLEDGES, SKILLS AND ABILITIES:

- Reviews and processes annexation, planning, zoning, and subdivision applications
- Prepares technical comments and compiles zoning history information for each case
- Management skills to analyze programs, policies and operational needs
- Ensures additional or revised information is provided by applicant; determines if special exceptions or variances to development standards are required
- Prepares graphics for each case
- Prepares memorandums, reports, and details for the City Administrator, related boards, and City Council
- Communicates with Planning and Zoning Board, Historic Preservation Board and City Council
- Prepares and reviews legal notifications prior to mailing and newspaper submission
- Prepares clear resolutions and ordinances; research property ownership; assist with portions of review of site plan applications
- Ensure compliance with appropriate laws, codes, regulations, and ordinances
- Assist with the negotiation of development agreements and planned development districts
- The Director of Development will also manage permitting, engineering, GIS, building inspections, code inspections, building compliance, health inspections and Historic Preservation
- Practice work place safety
- Basic knowledge of general management principles including human resources and time management
- Ability to effectively communicate with staff, citizens and stakeholders by written and verbal means including email, social media and addressing the public in a group setting
- Ability to manage multiple deadlines and timelines simultaneously
- Ability to make objective, ethical decisions in the best interest of the City and its citizens
- Ability to select, develop, organize, motivate and effectively utilize their staff
- Principles and practices of program development and administration.

- Plan, organize, direct and coordinate the work of lower level staff
- Delegate authority and responsibility
- Identify and respond to community and City Council issues, concerns and needs
- Develop and administer departmental goals, objectives, and procedures
- Prepare and administer large and complex budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Research, analyze, and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and local policies, laws and regulations
- Working knowledge of local codes, ordinances and State and Federal laws affecting municipalities

EDUCATION AND EXPERIENCE:

- Bachelor' or master's degree in Urban Planning, Architecture, Construction Management, Geography, Public Administration, Social Sciences or related field. Equivalent combinations of education and experience will be considered
- Minimum five (5) years of work experience in Municipal Planning, plan review, general City planning, zoning administration, building code application or surveying. Historical Preservation Commission experience helpful. A Master's Degree in Planning is desirable and may be substituted for experience

LICENSES, QUALIFICATIONS AND CERTIFICATIONS:

- Class C Texas Driver's License
- Eligibility to be bonded
- Must reside within Somervell County within 90 days of hire
- Must be willing to submit to and able to pass a background check

Any combination of knowledge, experience, education and skills may be considered as qualification for position.