



Assistant Director of Development Services

Under the direction of the Development Services Director, the Assistant Director of Development Services will assist with planning, coordinating, managing, and directing the operations and activities of the Development Services Department staff and respond to public inquiries and/or complaints regarding a variety of planning and development matters.

Reports to:

Director of Development Services

Salary:

\$116,272.00

Exempt:

Yes

Essential Functions:

NOTE: Regular attendance is considered an Essential Function for this position.

Duties include, but are not limited, to:

- Oversees departmental operations and performs related administrative duties.
- Develops and administers budgets for area of responsibility; monitors and authorizes expenditures.
- Prepares and reviews various types of departmental records, reports, and documentation.
- Prepares a variety of written communications, including analytical reports, correspondence, commentary, tabulations and summaries, and drafts of revisions to local ordinances, policies, and procedures.
- Serves as a liaison and performs necessary functions in support of the Planning and Zoning Commission, Zoning Board of Adjustment, and other boards as needed.
- Develops and implements projects and programs for the Development Services Department.
- Make oral presentations to the Planning Commission, City Council, other boards and committees, community groups, boards of other governmental agencies, and others.
- Assists the Director of Planning in supporting the City Manager's Office, City Council, other City departments, committees, and civic groups on planning, historic preservation, zoning, growth management, transportation, and related matters
- Meets with and assists developers, property owners, community organizations, and other groups and individuals regarding planning concepts and the planning process, including application requirements, applicable zoning regulations, and other policies and standards, and conflict resolution.

- Provides staff support to various City boards and committees, including meeting scheduling, preparation of agendas and meeting materials, facilitating discussion, taking minutes, making presentations, and timely notification of appropriate parties.
- Hires, trains, supervises and evaluates the performance of assigned personnel.
- Uses computers and software programs for various technical planning projects and studies.
- May instruct others in work procedures and may provide direction to others on a project basis.
- Performs related work as assigned.

Qualification Requirements:

- Knowledge of principles, standards, practices, procedures, information sources, and trends in the field of city planning; planning concepts such as land use, urban design, transportation, housing, demographics, environmental issues, social issues, economics, and real estate development Ability to understand and apply those aspects of federal, state, and local laws, regulations, policies, procedures and standards of the planning process.
- Knowledge of mathematical concepts, including statistical analysis and techniques for gathering and analyzing data related to the planning process.
- Knowledge of graphics methods and techniques used in plan and map drafting.
- Knowledge of local government organizations and the functions and practices of a municipal planning unit
- Ability to interpret maps, site and building plans and specifications, graphs and statistical data, aerial photographs, and other graphic and technical information.
- Research, analyze, summarize, and present technical statistical and related information of planning and zoning issues.
- Ability to prepare clear, concise, and complete technical documents, reports, correspondence, other written materials, and visual displays, such as maps, graphs, and illustrations.
- Able to instruct others in work procedures and provide specific project direction.
- Typical administrative practices and processes associated with local government offices or functions or possess the ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanners, computers, copiers, and fax machines, and office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast-paced environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure
- Effectively respond to a stressful or high-pressure environment.
- Work in a multi-task environment.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematics to calculate fees and work hours, and sufficient math to complete reports and basic bookkeeping skills.

- Able to perform multiple tasks efficiently and apply knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and do office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- Bachelor’s degree in planning or a closely related field
- Five (5) years of experience in municipal planning and/or community development.
- Two (2) years of experience in a managerial position.

Other Requirements:

- Valid Texas Class C Driver’s License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.

Preferred Certification:

- First Aid and CPR/AED
- (AICP) American Institute of Certified Planners Certification

Supervisory Responsibilities:

Yes

Working Conditions:

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

- Work is confined mainly to an office setting.
- May include flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergencies.
- Stressful situations are inherent to this position.
- Work may occasionally require travel, including overnight stays, involving training and conducting City business.

Physical Requirements:

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

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.

- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer