

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Director of Development Services*
Department: *Development Services*
Reports to: *City Administrator*
Status: *Exempt / Non-union*

Job Summary:

The Director of Development Services is responsible for the overall direction, leadership, management, supervision, and administration of the Development Services Department including planning, building, marina and senior center services with a one-stop permitting center for planning, zoning, engineering plan review, development plan review, and building permitting and inspection functions. The position functions as a managing professional with responsibility for matters such as review of site plan appeals, development review, the City's comprehensive plans, coordination of capital improvements planning with the City Engineer, Public Works and other departments, for relations with businesses and community organizations, and for compliance with City, State and Federal regulations.

Essential Job Functions:

1. Participate in City's management team functions, and with the Mayor and City Administrator, develop programs to enhance customer focused community services, major projects, and other initiatives.
2. Attend City Council meetings and provide ongoing communications regarding development service matters, and serve as a resource to the Mayor, Council, and City Administrator.
3. Administer the City's one-stop Permit Center for planning, zoning, engineering, development and building to create a seamless applicant permit tracking and monitoring system with high quality service delivery.
4. Provide overall leadership for comprehensive planning for land use, transportation, parks and public works; and leads and coordinates plan review functions with public in relationship to planning, engineering, building and fire requirements.
5. Direct and supervise the department's management, professional and technical staff with responsibility for performance standards, training and staff development, counseling, employee evaluations, discipline, and professional development and recognition.
6. Direct the department's overall compliance and quality assurance functions to ensure codes and regulations related to land use, growth management, economic development, planning and zoning are strictly adhered to and that records and procedures are in compliance with applicable codes.
7. Coordinate and supervise work of consultants and meet with attorneys, officials, developers and contractors as necessary to explain requirements or resolve problems
8. Continuously monitor and evaluate the efficiency and effectiveness of the Department's service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; and identify opportunities for improvement.
9. Meet with division team leaders to identify and resolve problems. Assign projects and programmatic areas; and review, evaluate and revise Department goals and objectives as necessary.
10. Establish and maintain cooperative and effective working relationships with City staff, officials, representatives of other agencies, community and business leaders, and the general public. Respond to inquiries using good judgment, tact and courtesy.
11. Investigate complaints from the public or assign appropriate personnel for such action. Ensure complaints are reviewed and responses to complainants are sent in a timely manner.
12. Authorize, administer and recommend decisions on service contracts, consulting services, and agreements.
13. Notify the Mayor and City Administrator of major issues or developments which may affect the role of the Department or the government of the City of Oak Harbor.
14. Coordinate activities with other departments and direct capital improvement projects with the City Engineer, Director of Public Works, consultants, and contractors.

Associated Job Functions:

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of modern techniques of planning, development review and permitting, and well as organizational structure, operations, policies and objectives.
- Knowledge of the principles and practices of modern administration, supervision, personnel management, and training techniques.
- Knowledge of budget preparation, administration, analysis and control.
- Knowledge of laws, rules and regulations related to planning, zoning, building, land use, engineering and permitting.
- Knowledge of current social, political and economic trends and operating problems related to land use, zoning, building, economic development, and the Growth Management Act.
- Written skills and ability to compose complex documents and the ability to research, organize and compile data into meaningful reports (English usage, spelling, vocabulary, grammar, punctuation).
- Strong oral communication skills and public speaking ability to effectively communicate, facilitate and negotiate complex information.
- Ability to plan, organize, control and direct the operations of the planning, building services and engineering services divisions of the Department.
- Ability to provide direction, vision and leadership to department staff and effectively manage and supervise diverse work activities of professional, technical and administrative support staff in a manner conducive to proficient performance and high morale.
- Ability to accurately evaluate and analyze complex management or service delivery problems and adopt an effective course of action in situations that are often stressful.
- Ability to develop policies and ordinances as director by Mayor and City Council.
- Ability to use a personal computer and associated software proficiently.

Working Environment and Physical Demands:

Work is normally performed in an office environment and field locations. Equipment utilized includes standard and specialized office equipment including personal computer with specialized software, word processing, data base and network software. Attendance at weekend and evening meetings is sometimes required, with travel required to other City locations or out-of-town meetings and conferences.

Experience and Training Requirements:

- Bachelor's degree from an accredited college or university with major course work in planning and zoning, business administration, public administration, or closely related field **required, and**
- Eight (8) to ten (10) years of demonstrated successful experience in the field of planning, community development, building, economic development or closely related field in a municipal or county environment.
- Experience must include progressive management and supervisory responsibilities.
- A Master's degree in a relevant discipline is highly desirable.
- AICP Certification desirable.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and credit check, and driver's abstract check.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95
Revised: 1/98 AK, NWM/HR 1/04, HR 6/10, HR 3/12, HR 9/15

FLSA: Exempt
Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.