

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Development Services Director	Job Code: 2140
Date: May 13, 2019	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is executive direction and administration over the various divisions and related programs in the Development Services Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Chief Administrative Officer and performs all duties under administrative direction. This work is distinguished by its overall administrative responsibility for the functions of economic development, redevelopment, development review, building inspection, and current planning.

ESSENTIAL DUTIES: Direct employees and the work of the Development Services Department by establishing and implementing policies, procedures, and standards in compliance with applicable laws, rules, regulations, and within the Administration's policy guidelines; ensure division directors, managers, and supervisors meet production goals and deadlines; analyze department operations and activities to identify and resolve areas of inefficiency and administrative and operational concerns; hold regular staff and coordination meetings to ensure department objectives are met; ensure appropriate documentation of department activities; prepare and monitor departmental budget; monitor and approve purchase orders and expenditures; resolve problems; assess community needs and desires for quality growth and economic improvement; negotiate controversial development reviews and approvals; confer with and advise interested developers, contractors, professionals, and other groups on City policy and practice; advise and make recommendations on related issues to the Municipal Council and Administration; serve as liaison to State and Federal agencies as required.

Provide oversight and executive direction to the following functions: Economic Development, by coordinating the attraction, site selection, and retention of businesses to the City; Redevelopment Agency, by coordinating project area designation and redevelopment of project areas to meet City and resident needs; One Stop Shop, by managing the City's comprehensive development review and approval process to balance the needs of developers, City departments, and Provo residents; acting as Coordinators Review Council chairperson; and monitoring projects from initial development review to completion; Building Inspection, by overseeing proper inspections; Current Planning, by overseeing comprehensive and uniform guidelines for orderly growth and related land use issues covered by municipal authority.

Supervise, plan, and coordinate work of assigned staff including scheduling workload and coordinating workflow; ensure staff training; review various work records and reports and ensure work is completed accurately and efficiently within deadlines; identify, evaluate, and resolve personnel concerns; conduct performance evaluations on management staff and enact rewards and discipline if needed; make staffing decisions including hiring and firing; represent the department in various meetings and on multiple boards; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's Degree in Planning, Economic Development, Public Administration or job-related field and five (5) years of progressively responsible development experience, two (2) years of which were supervisory **OR** Master's Degree in Planning, Economic Development, Public Administration or job-related field and three (3) years of job-related experience **OR** an equivalent combination of job-related education/training [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: ***Knowledge of:*** development review and urban planning practices; goals, objectives, and practices of economic development and redevelopment including site selection and tax increment financing; building inspection principles and practices; supervisory and management principles and methods; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; budget preparation; administrative processes. ***Skill in:*** interpersonal relations and management as applied to directing and supervising employees; dealing with the public, City Administration, elected officials, and city staff in a pleasant, courteous, and calm manner in all circumstances; gathering and analyzing data and development plans; evaluating programs and procedures; practicing trust-building behaviors; working with disparate interests among stakeholders and development professionals. ***Ability to:*** quickly and accurately perform work; effectively deal with the public, Administration, elected officials, and City staff in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with the public, co-workers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; and demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, motor vehicle, basic software and word processing programs, various software programs specific to the divisions of Development Services.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods while maintaining concentrated attention to detail, walking on undeveloped or broken ground during site visits, and working extended hours when necessary.

ENVIRONMENTAL FACTORS: Requires possible exposure to adverse weather conditions, project or construction site hazards, or exposure to high-stress situations or environments, including meeting frequent deadlines and making contact with the public and employees in confrontational or unpleasant circumstances.



Mayor/Chief Administrative Officer

5-13-2019

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.