

**CODE: 5001
FLSA: EXEMPT
GRADE: 33**

**CITY OF TEGA CAY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: DEVELOPMENT SERVICES DIRECTOR
DEVELOPMENT SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, oversees the City's Development Services Department, ensuring compliance with City and State codes, ordinances, and regulations particularly regarding subdivisions, site plans, development, plat submissions, permitting, inspections, business licensing and utility accounts. Duties also include ensuring all plats are received by the Technical Review Committee for review and approval, coordinating between Planning, Permitting and Building Staff, and overseeing the functions of the front office staff at City Hall. Employee must exercise initiative and independent judgment in overseeing the day-to-day operations of the Department. Employee must also exercise considerable tact, courtesy, firmness, and professionalism in frequent contact with property owners, developers, contractors and the general public. Employee participates in current planning activities and performs related work as directed. Reports to the City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Leads and supervises department staff to include all planning and zoning functions, building inspections, environmental, and the business services operations of City Hall.

Ensures the inspection of subdivision and site plan projects to enforce City, State, and Federal standards and requirements for site construction.

Ensures the reviews and examination of plans, specifications, contract documents, and drawings for code compliance; communicates with contractors, property owners, architects, engineers, and the general public to explain codes, laws, and regulations.

Prepares documents for presentations to the City Council and Management team.

Makes code interpretations as may be necessary.

Prepares and maintains files and records, conducts research, assists in drafting and/or rewriting ordinances, policies, and procedures, and prepares and presents reports as required.

Attends meetings for various boards, commissions, committees, and represents the City as may be necessary.

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Communicates with city employees, other departments, state/federal regulators, consultants, the public, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates effectively with public, contractors, engineers, and any State and Federal agencies as may be necessary.

Receives and responds to inquiries and complaints regarding policies and regulations.

Maintains a current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, etc.

Compiles and/or monitors various statistical data, to include making quarterly updates to the departments strategic initiatives.

Compiles annual department budget for submission to the Management team.

Performs a variety of clerical and administrative functions in support of assigned duties; filing, answering phones, preparing correspondence, etc.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required by the City Manager.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business management, planning, engineering, community development or a related field; supplemented by at least five (5) years of experience in leading in local government.

Must have a valid drivers' license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including copiers, telephones, two-way radios, hand tools, and motor vehicles. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. Physical demand typically involves some combination of stooping,

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kneeling, crouching, and crawling. Light work usually requires walking or standing to a significant degree. Is able to physically maneuver over rough terrain, mud, heavily forested and hilly sites to accomplish thorough inspections.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things. Some tasks may require visual perception and discrimination. Some tasks require the ability to perceive and discriminate sounds and colors. Requires the ability to evaluate, audit, deduce and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Interpersonal Communication: Requires the ability to provide guidance, assistance and/or interpretations on how to apply standards and procedures; and to apply principles of persuasion and/or influence.

Language Ability: Requires the ability to utilize a variety of advisory and design data and information to include site plans, zoning permits, ordinances, maps, land use and development plans, and other technical and reference materials.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret codes, ordinances, laws, and standards, and all associated terminology.

Numerical Aptitude: Requires the ability to perform mathematical operations involving algebraic principles and formulas, and geometric principles and calculations; statistical analysis; and statistical inference.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office machinery and equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

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Knowledge of Job: Has working knowledge of the methods, procedures, and policies, as it pertains to the performance of the essential functions of the position. Has working knowledge of principles and practices of performing clerical and technical work in reviewing and approving applicable permits. Has working knowledge of City ordinances, State Code, regulations, standards, practices, programs, goals, policies and procedures of the department pertaining to the specific duties of the Development Services Director. Has working knowledge of the City's geography. Is able to interpret engineered subdivision and site plans, construction drawings, diagrams, specifications, codes and building regulations. Knows how to investigate incidents and how to prepare proper documentation for presentation to supervisor. Knows how to monitor statistical data, maintain computer databases of incident and inspection data. Exhibits the ability to maintain a comprehensive knowledge of applicable laws and regulations. Knows how to maintain awareness of new trends and advances in the area of community development. Communicates with city officials, employees, state/federal regulators, the public and the media. Has the ability to operate and utilize computer-aided software programs in the performance of daily activities. Is able to file, read, understand, and explain laws and regulations to the public. Has the ability to organize and present information clearly and concisely to various groups, individuals, City officials, citizens, etc. Is able to gather field information for verification of data. Is able to make sound, educated decisions. Is able to effectively communicate with the press and media in an effective manner. Is able to exercise independent judgment in applying standards to a variety of work situations. Is able to exercise considerable tact and firmness in dealing with contractors, property owners and the general public. Is able to establish and maintain effective working relations as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to the Director with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward

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the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the City. Interacts effectively with fellow employees, supervisor, professionals, contractors, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

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Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.