JOB DESCRIPTION

DEVELOPMENT SERVICES DIRECTOR

Department:	Development Services	**Classification/Grade:**	M 4
Division:	Administration	**FLSA Status:**	Exempt
Reports to:	City Manager	**Safety Sensitive:**	No
		Bargaining Unit:	Non-represented
		Date Approved:	2002

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

To direct, manage, supervise, plan and coordinate the activities and operations of the City's Building Department, Capital Improvement Programs, and Planning & Zoning including approval of all plan review and inspections for all structures; approval of grading and drainage plans; overseeing the design and construction of capital improvement projects, including city streets, parks, trails, and city owned facilities; responsible for the updates of all Building Codes and code interpretations; working with outside agencies to provide grants for city projects; and perform all other duties assigned by the City Manager, as agreed upon in the Employment Contract.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Under general supervision of the City Manager, performs complex administrative work at a professional level coordinating building development activities within the area of assigned responsibility, including the (1) development, implementation and maintenance of building codes and fees; (2) planning of the construction of the capital improvement projects, including parks, trails, streets and buildings.
3. Keep the development industries appraised of current and proposed building codes.
4. Serves on various committees at local, county, state and national levels as approved by City Council.
5. Develop and implement comprehensive educational system in which employees can excel in their understanding and knowledge of building codes.
6. Negotiate public/private partnerships which could involve site assembly, condemnation, creative financing and multi-party participation.
7. Represent the city with public and private officials, retailers, developers, related special interest groups, community organizations, and the general public to promote cooperation and gain support for economic activities within the city.
8. Assist and advise the general public with regard to all aspects building construction.
9. Supervise and perform technical analysis and interpretation of pertinent codes and standards.
10. May make presentations and appear before various governing bodies, community organizations, special interest groups, and the public soliciting input, explaining recommendations and/or offering clarification on building standards and capital improvement projects.
11. Prepare written reports containing specific recommendations on building and capital improvement projects.
12. Review Building Codes and Capital Improvement Programs in other cities and develops recommendations regarding how these might be implemented in Mesquite.

13. Utilizing a computer, collects, organizes, tabulates, interprets and accurately summarizes information and prepares technical reports.
14. Maintain historical files on building development.
15. Provide supervision to subordinate staff on their assigned projects.
16. Meet with builders and developers to develop a Parks and Trails Master Plan throughout the City.
17. Meet with builders, developers and architects to review and discuss code issues.
18. Perform as construction manager on all Capital Improvement Projects, to include: meeting with contractors, architects, engineers and all other pertinent parties to review construction updates; review and approve pay requests as they are submitted; etc.
19. Follow all applicable safety rules and regulations.
20. Be dependable and meet acceptable attendance requirements at all times.

OTHER JOB FUNCTIONS:

A. Perform other related duties as assigned

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Through working knowledge of operational characteristics, services and activities of a municipal Building Department and Capital Improvement Program.
- Principles and practices of urban planning, community development and real estate.
- Principles and methods of public and business administration
- Principles and methods of data collection and analysis.
- State environmental provisions related to development.
- Techniques of research analysis
- Principles, practices and techniques of micro computer software.
- Methods of report preparation and presentation.
- Thorough working knowledge of building codes and standards.

Ability to:

- Analyze, financial statements, plans, specifications and bid documents.
- Interpret and explain City development policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Negotiate contractual agreements related to developments or properties.
- Work with diverse groups toward common goals.
- Perform research and investigative work.
- Express views clearly and concisely both orally and in writing.
- Maintain records and prepare reports.
- Analyze facts and exercise sound judgment in arriving at conclusions
- Travel in the promotion of economic development projects.
- Delegate tasks to employees and see that tasks are completed.
- Supervise and lead employees in the construction industry.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree in Construction Management, Architectural, Engineering or closely related field, or an ICBO certification in Building, Electrical, Plumbing, and Mechanical Inspection and a certificate as a Building Official

Experience: Five years of progressive experience in a municipal building department including 3 years at the management level.

Training: 10 years of work in the construction industry.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard equipment including calculators or computers, sufficient vision with or without correction to read printed materials and video terminal screen, sufficient hearing and speech acuity to communicate in person and over the telephone, sufficient physical strength, stamina and mobility to occasionally walk on level, uneven or slippery surfaces, climb stairs, work out of doors and travel via automobile, train, airplane to out-of-state locations. Physical exertion present due to occasional bending, reaching, twisting, stooping, walking and standing. Some accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.

NOTE: As a condition of employment, incumbents in this position are restricted from working as a real estate agent or broker for properties within the City of Mesquite, or owning or being in partnership with a company which is involved with development in Mesquite.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & Approved: September 2002
January 2008
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