

City of Thornton, CO Job Description

Class Title: CITY DEVELOPMENT DIRECTOR
FLSA Status: EXEMPT

SUMMARY:

Under direction of the City Manager leads, directs and manages all activities of a department, including the development review and inspection processes, current and long-range planning, development engineering, building permits and inspection, enforcement of codes and ordinances, and the development and maintenance of GIS databases and systems. In this capacity, contributes to the development of and supports the approved work plan to address the city and community priorities.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Directs and manages all activities and operations of the department, including development and plan review, city planning, building permits, building inspection, development engineering, code compliance and the city's GIS system.

Develops and implements rules, regulations, policies, and procedures to advance the department's mission, goals and objectives.

Participates as a member of the City Manager's senior management team. Balances advocacy for individual department wants/needs with commitment to and support for the best overall outcomes for the city and community.

Maintains a thorough knowledge of federal and state laws, local statutes, ordinances, standards, procedures, and trends related to building construction and community development, and ensures their implementation.

Assesses proposed state legislation to determine potential local impacts. Makes recommendations regarding proposed amendments and formal city position in the best interest of the community.

Advises the City Manager on issues related to development, growth and planning.

Assesses local needs and updates the strategic plan for the future of the department, the city, and the community. Analyzes problems, identifies alternative solutions, projects consequences of proposed actions, and implements recommendations in support of goals. Interacts with other departments and agencies to promote and coordinate activities, goals, and programs.

Advocates necessary changes to promote high quality of life within the community; coordinates and resolves interdepartmental issues that arise from the development review and approval process.

Assesses city codes and regulations, drafting and presenting amendments when needed to effectively implement the policies and priorities of the community. Assesses needs and priorities of City Council and proposes new programs as needed.

Manages, supervises and directs the activities of assigned staff and functions; makes recommendations regarding hiring, discipline, termination or advancement of employees. Schedules employees, assigns work, and monitors progress; guides, trains and develops employees in the accomplishment of their duties and professional growth; evaluates performance.

CITY DEVELOPMENT DIRECTOR (Continued)

Remains current on issues and trends relative to the department and service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints. Conveys City Council goals to staff; interprets municipal codes and policies.

Monitors departmental operations and customer service to ensure quality control; demonstrates and supports a culture of diversity, equity, and inclusion in the workplace; identifies and resolves deficiencies; prepares and presents periodic and special staff reports on departmental issues and projects. Interacts with other departments and agencies to promote and coordinate activities.

Develops and implements the department budget. Determines levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.

Represents the city in meetings with professional organizations, other public agencies, and the public.

Meets with City Council, Thornton Development Authority, city management, Development Permit and Appeals Board and other advisory boards and committees to assist in policy determinations regarding city boundaries, annexations, land use and the development of the community.

May serve in an acting capacity during City Manager's absences.

Performs other duties as assigned.

QUALIFICATIONS:

Education/Experience:

Bachelor's degree in Planning or related field from an accredited college or university; eight years' management level experience in community development or related field, including five years of supervisory experience. Equivalent combinations of education and experience may be considered.

Knowledge, Skills, and Abilities:

Knowledge of the policies, procedures, practices and goals of the city of Thornton and the department.

Knowledge of federal, state, and local laws, statutes, and ordinances related to community development, including planning and building inspection.

Knowledge of the city of Thornton Comprehensive Plan.

Knowledge of the principles and practices of current and advanced municipal planning, development engineering, economic development and redevelopment, and building construction and inspection.

Knowledge of the general principles and practices of public administration, including personnel management and supervision, organizational development and budgeting.

Knowledge of the organization and functions of the Council/Manager form of government and the functions of appointed boards and commissions.

Knowledge of the laws and regulations governing the conduct of public meetings.

Knowledge of basic principles of finance.

Skill in directing and managing all activities and operations of a municipal community development department, including development and plan review, city planning, development engineering, building permits, and building inspection.

Skill in planning, organizing, assigning and coordinating the activities of professional and technical staff.

Skill in determining levels of staff, equipment, and other resources needed to effectively and efficiently provide departmental services and programs.

Skill in developing, implementing, and evaluating policies and procedures in order to achieve department missions, goals, and objectives.

Skill in directing, overseeing, and evaluating operational and management issues.

Skill in dealing constructively with conflict, developing consensus and facilitating change.

Skills in understanding cultural differences and creating inclusive working environments.

Skill in applying appropriate public relations skill in various situations and circumstances.

Skill in reviewing, interpreting and adhering to all policies, procedures, codes, ordinances and regulations

Ability to develop, manage, monitor, and maintain departmental budgets.

CITY DEVELOPMENT DIRECTOR (Continued)

- Ability to research, evaluate, and use new methods and techniques for operational improvement.
- Ability to assess community and city needs and strategically plan for the future.
- Ability to effectively represent the city in meetings with professional organizations, other public agencies, and the public.
- Ability to monitor departmental operations and customer service to ensure quality control, and to identify and resolve deficiencies.
- Ability to serve effectively as a member of a senior management team.
- Ability to motivate, lead, supervise and train employees.
- Ability to respond with tact, composure, and courtesy when dealing with difficult situations.
- Ability to apply appropriate public relations skills in various situations and circumstances.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to regularly exercise discretionary authority.
- Ability to listen well and communicate effectively orally and in writing with various audiences.
- Ability to interpret, understand, and comply with complex statutes, ordinances, regulations, standards, and laws.
- Ability to analyze and evaluate information accurately.
- Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
- Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications and electronic mail.
- Ability to establish and maintain effective working relationships with city management, employees, elected officials, board and commission members, other agencies, community members and the general public.
- Ability to cultivate and develop inclusive and equitable working relationships with city management, employees, elected officials board and commission members, other agencies, community members and the general public.
- Ability to value diversity through the demonstration of an awareness of differences and sensitivity; and adapt behavior and communication to accommodate those differences.
- Ability to assess, mediate and de-escalate, when necessary, complex or controversial issues and concerns and to respond with tact, composure, and courtesy in stressful situations.
- Ability to encourage others to focus on the customer and foster an environment where customer service is a priority.
- Ability to foster teamwork through the creation of a participatory organization climate and environment of open two-way communication that is open, positive, reinforcing, and supportive. 360 degree decision making process through involvement of the team in the creation of proposed changes, draft policies, code amendments, etc.

Licensing/Certification Requirements:

American Institute of Certified Planners designation.

May need the ability to travel to various locations in a timely manner as the job requires.

Physical and Mental Requirements:

While performing the essential duties of this job, the employee is required to balance, stand, walk, finger, grasp, feel, talk, hear, and make repetitive motions. This position is mostly sedentary work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. The employee is required to have close visual acuity. The employee is subject to environmental conditions.

This position description is a valid statement of the job duties, responsibilities, and requirements of this position.

City Manager

Date