

JOB DESCRIPTION
Director of Development Services

Date of Last Revision: January, 2021

 WESTERLY Rhode Island	DEPARTMENT	Development Services		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt, Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Development Services Director is responsible for overseeing the operations of the multi-functional Development Services Department that encompasses; planning, zoning, code enforcement, property maintenance, building inspection, resiliency, economic development and grant administration. The Director will be responsible for managing services within the department and maintaining an effective relationship with other operating departments.

ESSENTIAL JOB FUNCTIONS

- Guides and directs a staff of professional, technical, and administrative support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities.
- Oversees annual departmental budget development and compliance, including planning and administration, and actively participates in long-range budget analysis. This includes coordinating with internal stakeholder's fiscal grant management.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Serves as the principal advisor to the Town Manager, Town Council and other city officials regarding assigned development services activities and confers as appropriate regarding policies, programs and activities.
- Plans, organizes, and provides effective leadership in managing a broad scope of development services programs and operations for the Town.
- Aligns departmental priorities and functions with the comprehensive plan.
- Manages the economic development programs for the Town and acts as the liaison to the Economic Development Committee.
- Collects and analyzes data on metrics within the department.
- Directs and coordinates with municipal staff and the Town's partners on the Municipal Resiliency Program for the Town.
- Coordinates brownfield projects by working with consultants and other external stakeholders to remediate sites as applicable.
- Directs and coordinates with municipal staff and other partners on grant administration and activities.
- Coordinates ordinance review process for the department by updating ordinances and drafting new ordinances as required by council.

ADDITIONAL JOB FUNCTIONS

- Maintains professional memberships and continues training in organizations promoting continued education in Development Services which includes attendance at related meetings, seminars, and conferences.
- Maintains safe working conditions and reports any incidence which might conflict with the compliance of Town safety procedures and policies.

- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, town ordinances, regulations and methods of municipal development services administration and operations.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

SKILLS in:

- Interpreting policies, contract language and applicable ordinances.
- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Effectively manage a highly varied group of technical experts.
- Develop relationships and maintain partnerships to advance Town projects forward and obtain funding for current and future projects.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Partner with other departments and agencies to coordinate a synchronous approach to complete projects, resolve issues and strategize for continuous improvement.
- Demonstrate good customer service skills with the ability to problem solve.
- Understand and apply management principles concerning budgeting, personnel costs, and overtime expenses while providing all necessary and proper development services to the public.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude.
- Maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Public Administration, Business, Communications or related field.
- Minimum of five (5) years of experience in public administration, government agencies or regulatory agency. Knowledge of/experience in project management, community planning, code enforcement, economic development, grant writing, and success in obtaining grants.
- Minimum of three (3) years of experience in a management or supervisory role.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Possession of an AICP, CFM or IMCA certification preferred.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.