



Job Description

Town of Westerly

Job Title:	Director of Development Services								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for overseeing the operations of the multi-functional Development Services Department that encompasses; planning, code enforcement, building inspection, development services, energy, 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 Functions:

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Aligns departmental priorities and functions with the comprehensive plan.
4. Manages the economic development programs for the Town and acts as the liaison to the Economic Development Committee.
5. Develops and administers the departmental budget including coordinating with internal stakeholders fiscal grant management.
6. Collects and analyzes data on metrics within the department.
7. Directs and coordinates with municipal staff on the energy program for the Town.
8. Coordinates brownfield projects by working with consultants and other external stakeholders to remediate sites as applicable.
9. Directs and coordinates with municipal staff and other partners on grant administration and activities.
10. Coordinates ordinance review process for the department by updating ordinances and drafting new ordinances as required by council.
11. Represents the department and Town in internal and external meetings with staff, management, residents and council.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in public administration, planning, code enforcement, economic development or related field.

Experience:

Five years of experience in public administration, planning, code enforcement, economic development, or related area. Experience must include three years management or supervisory experience as well as experience in grant writing and success in obtaining grants.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Knowledge with the technology necessary to draft, submit and present grants.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and personnel.
- Well developed analytical capabilities.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Understanding of town ordinances, state laws and regulations governing development services.
- Manage various computer applications including Excel and Word
- Multi-task with a strong emphasis on researching, pursuing and administering grants.

Licenses & Certifications:

Possess a valid driver's license.

Possession of a professional certification in planning, zoning, code enforcement, building, grants administration or other related field is highly desired and will be required within two years of hire.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	x			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds			x		
Up to 50 pounds			x		
Up to 100 pounds			x		
More than 100 pounds			x		
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.