

DEVELOPMENT SERVICES MANAGER

JOB PURPOSE AND SUMMARY

This position manages the Development Services Division of the Department of Community Development. This division receives and processes all land development applications and implements and enforces the Land Use Comprehensive Plan.

CLASSIFICATION DISTINCTIONS

This is a division manager level position within the Community Development Department. The incumbent works under broad direction from the Community Development Director and exercises considerable judgment in applying land use planning and development review principles and laws. The incumbent has overall responsibility for approximately 45 supervisory, professional, technical, and clerical employees through intermediate managers and supervisors.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Assume management responsibility for all services and activities of the Development Services Division by participating in the development and implementation of goals, objectives, policies, and priorities for assigned program, recommend, within departmental policy, appropriate service and staffing level; recommend and administer policies and procedures.
- Performs or oversees the full range of human resource management functions including recruitment and selection of staff, establishing and communicating department goals and performance expectations, monitoring and evaluating performance, training, compensations and salary administration, motivation and employee relations, and career development activities, corrective action, labor relations and other associated activities.
- Has the authority to perform all Current Planning and Development Review functions indicated as Planning Director in the Clark County Code and other official documents that may exist.
- Develops and oversees policies, programs and activities involving Development Services. Promotes optimum community participation and input into department activities and manages the departments relations with print and electronic media.
- Fiscal management including development and presentation of the department's operating budget, monitoring of revenues and expenditures, development or improvement of funding mechanisms and sources, ensuring that all programs are within budget and as cost effective as possible.

- Develops and maintains effective personal and agency-level working relationships, including other governments, other County departments, community organizations, neighborhood groups and individual citizens. Represents the department in relations which interface with state, federal and local regulatory agencies.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to current planning, development review, and inspection programs, policies, and procedures as appropriate. Typical studies include drainage plans, wetland delineations, traffic studies, archeological investigations, circulation plans, and fish and wildlife conservation plans.
- Participate on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of urban planning.
- Assists in responding to and resolving the more complex and sensitive complaints and issues from citizens, customers and staff.
- Responsible for the division's adherence to county-wide and departmental Customer Service Policy.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree with major course work in urban planning or a related field, and eight years of increasingly responsible experience in urban planning, including three years of management experience. A Masters degree may be substituted for up to two years of the required experience.
- Professional Engineer (PE) license desired.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of ... operational characteristics, services and activities of a land use planning, development review, and inspection programs; modern and complex principles and practices of urban planning and development review; modern and complex principles and practices of land use, engineering, architecture, design, economics, finance, law and sociology as applied in the planning process; principles and practices of public administration; methods and techniques of effective technical report preparation and presentation; research methods and sources of information related to urban growth and development; recent developments, current literature and sources of information related to planning and administration; principles of budget preparation and control; principles of supervision, training, and performance evaluation; and pertinent federal, state and local laws, codes, and regulations.

Ability to ... manage and coordinate the work of supervisory, professional and technical personnel; select, supervise, train, and evaluate staff; interpret and explain county planning and development policies and procedures; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; identify, coordinate, and resolve a wide variety of interests in the development of land use policies; analyze site design, terrain constraints, water quality management, erosion control, and land use compatibility and other urban services; ensure program compliance with federal, state, and local rules, laws, and regulations; communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships with those contacted in the course of work including county and other government officials, community groups, and the general public.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents typically work in an office setting which includes work on personal computer and related software. Incumbent will occasionally be required to use a County or personal vehicle to conduct field work or travel to conferences, meetings and seminars.

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Office use: 6/20/00