

**CITY OF GLOBE**  
**DEVELOPMENT SERVICES DIRECTOR**  
**Job Posting 20-10**

The City of Globe is accepting applications for a **DEVELOPMENT SERVICES DIRECTOR**. This **EXEMPT** position plans, directs, manages and oversees the activities and operations of the Development Services department which includes the divisions of planning and zoning, building safety, code compliance, housing, municipal real estate, and grants. The Department consists of support of economic development projects; coordinates assigned activities with City Departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager and City Council. Supports the City budget, attends City Council meetings and work sessions. Reviews the on-going activities of department staff, providing consultation to management staff, attends meetings with other city departments and outside agencies. Provides city-wide direction in areas of policy and planning for growth, development and maintenance of the City's General Plan; provides staff support to the Planning and Zoning Commission. General supervision of building inspection, plan review and code enforcement.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Essential Duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.
- Provide strategic direction thorough planning, managing and directing administrative, managerial, and supervisory work of the Development Services Department that includes the City's Planning, building safety, building inspection code compliance, housing, municipal real estate, and grants.
- Oversees regulatory affairs and relations with cable, telecommunications, and public utility corporations and their legal authorities to negotiate and regulate licenses/agreements and monitor them in terms of citizen service.
- Develops, plans, implements, and manages department goals and objectives consistent with approved development plans; recommends and reviews department issues relating to capital improvement plan, reviews the General Plan.
- Reviews plans for residential and commercial projects, work with other departments on sections of plans related to their area.
- Develops long range plans, master plans, and other strategic documents; interprets results for use in planning, evaluation and decision making.
- Exhibits a service orientation toward customers and maintains effective and productive working relationships.
- Resolves difficult and sensitive inquiries, complaints, and requests for services from the development community and the public
- Monitors, evaluates, assists, directs studies and makes recommendations in order to promote maximum efficiency and effectiveness of service delivery and allocations of resources by department staff.
- Coordinates with developers, contractors, property owners, community and neighborhood groups, civic advisory groups, the public, and other interested and affected parties in land use, planning, and development issues and decisions.
- Directs personnel and consultants, oversees annual department budget and monitors expenditures; oversees and participates in the development work plans; assigns work

activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures; monitors and reports on activities; and forecasts needs.

- Prepares and/or receives various forms, reports, correspondence, census data, development applications, proposals, architectural drawings, construction plans, plats, project narratives, studies, staff reports, agendas, meeting minutes, media releases, legal descriptions, design guidelines, trade journals, publications, maps, photographs, General Plan, land use plans, laws, codes, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Works with HR and employees within department to correct deficiencies; implements discipline, and termination procedures, and participates in performance evaluation activities
- Oversees equal application of City policies, codes and guidelines within the City.
- Prepares and presents staff reports and other necessary correspondence and makes presentations before the City Council and other boards, commissions, and community organizations.
- Ensures compliance with the City Code, Building Codes, City ordinances, federal and state laws, policies, and guidelines, and maintains knowledge of current legislation.
- Participates on a variety of boards and committees, attends, and participates in professional group meetings, and stays abreast of new trends in the field.
- Develops and maintains client relationships and strategic partnerships throughout the organization.
- Plans, establishes, organizes, directs, and evaluates the activities of the Department including department goals and objectives, negotiating and resolving controversial issues.
- Supervises and directs the work of subordinates, oversees the work of professional, technical, and administrative staff, and evaluates employee job performance
- Analyzes and determines effective allocation of staff, financial and physical resources given organizational needs and community priorities.
- Provides highly responsible and complex support to the City Manager.
- Acts as a member of the City executive management team and acts as a liaison with other department heads, internal committees, and external agencies to establish policies and implement new programs.
- Fosters relationships with community representatives to assess departmental needs and to evaluate the effectiveness of recreational, cultural, civic and social programs and services.
- Writes and modifies departmental reports and makes public presentations.
- Attends conferences and meetings to remain informed of trends, practices and issues affecting the department.
- Manages the development of long-range strategic plans, goals, objectives, policies, and department priorities.
- Directs the implementation of City of Globe goals, policies, rules, regulations, procedures and programs as they relate to the department.
- Demonstrates continuous effort to improve operations, maintain consistency, streamline work processes, improve accountability, and work cooperatively and jointly to provide quality seamless customer service.
- Participates in the negotiation of contracts and intergovernmental agreements with service providers and governmental agencies for the goods and services utilized by the department.
- Assists with grant applications for department related funding.
- Performs other duties of a similar nature or level

### Necessary Knowledge, Skills and Abilities

- Knowledge of Principles, objectives, and standard practices of urban planning and planning and zoning administration, development process and procedure administration, and ordinance and code implementation and administration.
- Knowledge of Principles and standard practices of project development, design, engineering, and review procedures.
- Knowledge of Current and long-range City planning and development objectives, ordinances and codes.
- Knowledge of Current City ordinances and codes governing zoning, development, design, subdivision, sign, and other applicable issues.
- Knowledge of all adopted building codes
- Knowledge of Federal, State, County and City laws, codes and ordinances relating to area of management
- Knowledge of principles of budget preparation and expenditure control
- Knowledge of training and administration
- Possession of a valid Arizona driver's license
- City, department and division procedures and practices
- Strong communication and organization skills
- Ordinances, practices, procedures, and terminology of governmental and assigned area operations
- Thorough knowledge of building inspections and City Codes
- Microsoft Windows Office products

### **Skills required:**

- Effective oral and written communications skills
- Strategic Thinking
- Resource Management
- Managing Change
- Decisiveness
- Relationship and Interpersonal Skills

### **Ability to:**

- Ability to represent the Department successfully before a variety of groups and organizations
- Ability to interpret and enforce provisions of policies, codes, ordinances, and regulations within the City's jurisdiction
- Ability to establish and maintain cooperative working relationships
- Ability to plan, organize, implement, and measure functions within assigned areas of responsibility; ability to analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.
- Establishing and maintaining effective working relationships with co-workers, supervisors, commission members, City Officials including City Council and City Manager and the general public
- Observe, review, and check the work of division to ensure conformance to standards
- Handling multiple projects simultaneously and using good judgment in applying and following established procedures and in meeting deadlines
- Following oral and written instructions and exercising independent judgment in applying and following established procedures and in meeting deadlines

- Listening, communicating, and working effectively with a diverse group of people
- Proficiently performing computerized word processing, comprehension, summarizing and writing/editing
- Preparing, justifying, and monitoring a budget
- Prepare and present effective oral and written reports and original correspondence
- Attend or conduct various meetings as needed

### **SPECIAL REQUIREMENTS**

Alternative working environment/schedule and ability to effectively telecommute  
Valid Arizona driver's license

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, internet and cloud-based applications, iPhone, and copy machine. Ability to communicate via Zoom

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience

- Bachelor's degree required. Master's Degree in Planning, Public Policy, Public Administration, or related field preferred or five years' experience in a related governmental or non-profit field.
- Experience overseeing development activities in a municipal setting preferred
- Experience developing historic residential or commercial development areas preferred
- Experience in managing relationships with an organization and with regional partners
- Candidates with experience in managing the commercial and residential development and coordinating public facility construction projects highly desirable.
- Extensive experience municipal government preferred.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

**STARTING SALARY:** \$68,000 to \$84,000 Dependent on Experience

Applications are available at City Hall, 150 N. Pine Street in Globe, AZ Monday thru Friday, 8:00 a.m. to 5:00 p.m. or on the City's web site at [www.globeaz.gov](http://www.globeaz.gov) under job opportunities. Please submit a completed City of Globe Application, cover letter and resume no later than **Friday, July 31, 2020 at 5:00 p.m. for consideration in first review.** This position will remain open until filled. Apply in person at City Hall, e-mail all application materials to [ccollop@cityofglobe.gov](mailto:ccollop@cityofglobe.gov) or by fax to (928) 425-4820. Contact Human Resources at 928-425-7146 ext. 16 or ext. 22 with any questions. Please respond to **Job 20-10** EEO / H / V / A/A

**Publish Arizona Silver Belt:                      July 22 & 29, 2020**