



## Job Description – Development Services Director

<b>Job Title:</b>	Development Services Director	<b>Department:</b>	Development Services
<b>Group:</b>		<b>FSLA Status</b>	Exempt
<b>Minimum Salary:</b>		<b>Position Type:</b>	Full-Time
<b>Reports To:</b>	City Manager	<b>Directs:</b>	Building Official, Building Inspector, Planner, Historic Preservation, Health Inspector

**Applications Accepted By:**

**E-MAIL:**

hrdirector@palestine-tx.org

**Subject Line:**

Attention: Human Resources/ Job Title

**MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM)**

City of Palestine  
 Human Resources  
 504 North Queen  
 Palestine, Texas 75801  
 (903)731-8421

**Job Description**

**OBJECTIVE**

*THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION*

The city is seeking a Director of Development Services with strong management and leadership skills who understands the desire of the community to retain its small-town charm while applying careful planning skills during this time of growth. A strategic thinker with business acumen and interpersonal skills possessing a proven history in the field of City planning is necessary to be successful. Must interact well with city leadership, boards and have strong oral and written skills. The ability to express a concise vision to developers and our citizens will be required. A knowledge of all forms of development financing is necessary.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Under the general supervision of the City Manager, the Director of Development Services provides planning and technical services related to long-range planning, zoning, urban design, and general development of the city.
- Interprets and administers land development regulations, such as zoning, subdivision regulations and development standards.
- Assists in researching and developing and/or revising policies and regulations relating to long-range planning including elements of the Master Plan and other regulatory ordinances.
- Completes long-range planning and urban design assignments related to comprehensive and area planning,



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including preparing and evaluating plans and written reports.

- Preparation of studies and reports regarding land use, building activity, residential and commercial improvements, and related long-range planning activities.
- Makes presentations to the Planning and Zoning Commission, Economic Development Corporation and City Council.
- Coordinates work and attends meetings with city, county and state officials regarding current and future development needs and plans.
- Plans and facilitates high level planning meetings to coordinate efforts of boards and city officials.
- The Development Services Director will monitor legislation and technical developments that may affect the planning function; evaluates their impact upon the department and City activities and draft code changes, implementing changes, as needed.
- Responsible for department budget preparation and administration; fee assessments and collection.
- Continually seeks process improvements that provide exceptional customer service.

### **OTHER IMPORTANT JOB FUNCTIONS, KNOWLEDGE, AND SKILLS:**

- The Development Services Director will review and process annexation, planning, zoning, and subdivision applications.
- Prepares technical comments and compiles zoning history information for each case.
- Ensures additional or revised information is provided by applicant; determines if special exceptions or variances to development standards are required.
- Prepares graphics for each case.
- Prepares memorandums, reports, and details for the City Manager, related boards, and commission packet distribution.
- Communicates with Zoning Board of Adjustments, Planning and Zoning Commission, Historic Landmark Commission, Building and Standards Commission, and City Council.
- Prepares and reviews legal notifications prior to mailing and newspaper submission.
- Prepares clear resolutions and ordinances; research property ownership; assist with portions of review of site plan applications.
- Ensure compliance with appropriate laws, codes, regulations, and ordinances.
- Assist with the negotiation of development agreements and planned development districts.
- The Development Services Director will also manage permitting, engineering, GIS, building inspections, code inspections, building compliance, health inspections, Historic Preservation, and administration of purchase of cemetery plots.
- Practice workplace safety.
- Prepare complete and accurate records and reports.
- Establish and maintain effective working relationships.
- Performs other duties as assigned or required.

### **PHYSICAL DEMANDS**

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.



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- May be exposed to dangerous machinery, hazardous chemicals, potential physical harm and/or exposure to extreme weather conditions.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor’ or master’s degree in Urban Planning, Architecture, Construction Management, Geography, Public Administration, Social Sciences or related field. Equivalent combinations of education and experience will be considered.
- Minimum five (5) years of work experience in Municipal Planning, plan review, general city planning, zoning administration, building code application or surveying. Historical Preservation Commission experience helpful. A Master’s Degree in Planning is desirable and may be substituted for experience.
- AICP Designation.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and background check.

Possession of, or ability to obtain, a valid Texas driver license.

Must have and maintain a satisfactory driving record.

Regular attendance is required.

### ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).**

Reviewed By:	Mark Miears	Date:	July 21, 2021
Approved By:	Teresa Herrera	Date:	July 22, 2021
Last Updated By:	Lisa Cariker	Date/Time:	July 22,2021
Received By:		Date:	