

POSITION DESCRIPTION
TOWN OF ARGYLE, TEXAS

POSITION TITLE: Director of Community Development

DESCRIPTION DATE: September 2015

DEPARTMENT: Community Development

REPORTS TO: Town Manager

POSITION SUMMARY:

Under the general supervision of the Town Manager, the Director of Community Development provides professional planning and development services including coordination and oversight of processing and reviewing all development applications; implements development ordinance requirements in compliance with state law; provides administrative support and backup to the Planning and Zoning Commission (P&Z), Economic Development Corporation (EDC), and Zoning Board of Adjustment (ZBA); communicates development regulations, policies and procedures to citizens, public officials and development customers; provides extensive public support which requires constant public interaction and occasionally requires conflict resolution skills that reflect tact and good judgment; and, serves as the Building Official, overseeing the building permit and inspection process and supervising community development and code enforcement employees.

ESSENTIAL COMPETENCIES

1. Demonstrates competence related to the application of Argyle Core Values.
2. Demonstrates competence and leadership in administering the requirements of the Comprehensive Plan, the Form Based Code and the zoning and subdivision regulations of the Town Development Standards (TDS).
3. Oversees Community Development review, including Development Review Committee (“DRC”); and oversight of all zoning, plats, concept plans, site plans and ZBA requests.
4. Demonstrates technical and operational competencies sufficient to oversee all amendments, additions or deletions of the Comprehensive Plan and the Town Development Standards.
5. Demonstrates technical and operational competencies to serve as the Building Official and oversee the building permit and inspection process.
6. Prepares and oversees Community Development annual budget and work plan and monitors costs within adopted budget.
7. Demonstrates technical and operational competency sufficient to assist with economic development impact analysis related to new business and compliance with the Comprehensive Plan, Form Based Codes and TDS.

REQUIRED QUALIFICATIONS

Education/Experience/Certificates/Licenses/Eligibility:

1. Must possess a Bachelor’s Degree in Planning, Urban Studies, Architecture or related field from an accredited college or university, Master’s Degree preferred.
2. American Institute of Certified Planners (AICP) preferred.

3. Must have five (5) or more years of progressive work experience in urban planning or architecture with a minimum of two (2) of those years in a supervisory/administrative role. Municipal and/or administrative experience is preferred.
4. Must possess knowledge of zoning and development standards as well as working knowledge of the principles and theories of municipal administration, planning, zoning, land use, land development, and permitting.
5. Must demonstrate the ability to serve citizens in an accurate and diplomatic manner, while exercising good emotional control and professional demeanor.

Interpersonal:

Must be able to develop and sustain positive working relationship with citizens, customers, appointed and elected officials and Town staff. Must give and follow verbal and written directions. Must possess excellent verbal and written communication and leadership skills. Must possess excellent organizational and time management skills. Must be able to remain calm and poised in stressful situations and turn negative circumstances into positive interpersonal experience.

Critical Thinking:

Must exercise sound and independent judgment and make accurate, informed and unbiased decisions. Must demonstrate analytical ability to perform the essential job functions, such as compute mathematical calculations and perform professional analysis on complex topics. Must be able to develop and present short and long range strategic plans relating to planning and development.

Knowledge:

Possess and demonstrate working knowledge of organization policies and procedures and departmental objectives. Must stay current with changes in law and professional standards related to all facets of the planning function for the Town. Must be familiar with development codes and other regulatory issues affecting Community Development and its customers. Must demonstrate familiarity with the codification process and the writing, amending or deleting of ordinances and resolutions related to all Community Development functions.

Physical:

Must be able and meet the physical demands of office related work such as lifting boxes and staying on one's feet for extended hours. Must be able to work frequent extended hours and weekends on occasion. Must be physically, mentally and emotionally fit to perform all necessary Community Development administrative tasks.

CORE VALUES EXPECTATIONS

SERVICE

The Community Development Director is responsible for seeing that all Community Development services are provided to the citizens of Argyle in a manner that reflects professionalism, friendliness, efficiency and competency. The Director is in contact with the public on a daily basis and therefore must demonstrate excellent customer service at all times. Services are rendered on a timely basis with sensitivity to the impact of delay on construction and development schedules which result in significant additional costs to customers. All customers, citizens and staff members are treated with respect and compassion that reflects a genuine desire to serve. Recommendations

for changes in policy, procedures or ordinances must reflect careful analysis and insight into impact on customers.

INTEGRITY

The Community Development Director must demonstrate personal integrity and see that all Community Development administrative and operational elements reflect integrity. Integrity is to be demonstrated by honoring commitments to customers and to employees, by being impartial, honest and fair in all matters and treating people with tolerance and understanding. Integrity is expected in the handling of sensitive development concerns that reflect a need for confidentiality and sensitivity unique to the real estate and construction development arena. The Town's Community Development Department must be objective and fair and show no examples of bias or preference.

LEADERSHIP

Leadership is an important requirement for the Community Development Director. The Director must exemplify leadership and take personal responsibility for his/her actions and demonstrate ownership of their duties. The Director is the front line for all development related contacts and interfaces directly with customers attempting to do business in Argyle and should therefore be considered accurate, efficient and authoritative on the subject matter. The department is to convey official public information completely, truthfully and efficiently. The Community Development Director is encouraged to take leadership positions in professional organizations and demonstrate leadership on community projects.

TEAMWORK

The Community Development function must reflect teamwork. Teamwork is demonstrated when employees recognize the strengths of one another as well as working together to supplement one another when needed. The team is to function without regard for race, creed, religion or gender and must show one another and those in other department's mutual respect. Duties that cross over into other departments are to be accomplished with the same respect and spirit that occurs inside the department. Examples of teamwork in the Community Development area include the oversight of the Development Review Committee and working together with all Town departments on issues associated with or impacted by development in Argyle.

COMMUNICATION

Perhaps the most important Core Value for the Community Development Director is communication. Because of the interface this position has with the public, all types of communication are relevant and applicable. Formal verbal and written communication is the most obvious requirements, but informal communication is also a key success factor for the position, both informal and non-verbal. The Director is viewed by the development community as potentially the most important contact point they will have with Town Hall and is generally viewed as the barometer that gauges the perceptions and attitudes the project is likely to encounter throughout the development process all the way to the Town Council. For this reason, informal communication, body language and the tone of communication conveyed by the position is amplified in terms of its impact on customers. In addition communication systems the convey rules, criteria, expectations and requirements of the development process must also be instituted and overseen in a manner that constantly reflects the Town's emphasis on this key Core Value.

CONTINUOUS IMPROVEMENT

Community Development is a dynamic function that requires familiarity with multiple factors that occur and impact this sector of the community. Economic changes, regulatory changes, legal rulings, changes in guidelines, academic analyses, process changes, political changes and technological advances are just a few of the dynamics that require constant monitoring and comprehension. The Community Development Director is to stay abreast of these changes and aware of their impact on development services. Professional journals, membership in professional organizations, participation in leadership opportunities within the discipline, and regular attendance at training events are all important tasks to be performed to maintain continuous improvement in Community Development. As these ideas are cultivated, it is also the Director's responsibility to present the concepts to the Town Manager and (at his/her discretion), to the Town Council, P&Z, EDC, staff, and the community in a manner that progresses the goals of the Town.

PROFESSIONALISM

The Community Development Director is first and foremost, a professional position. It requires adherence to professional standards of practice and professional standards of conduct at all times. It also requires a command of the subject matter that is capable and authoritative. The standards of the profession dictate a consistent and friendly delivery of information that is helpful and courteous no matter what the circumstances. The Director must know the job, be able to teach others to do the job, know the organization, and know the community - its uniqueness as well as its history. Professional skills and accreditations must be maintained and constantly improved and training must take place across departmental lines in multiple venues such as the DRC in order to educate others of Community Development's role in the growth and success of the community.

DEPARTMENT STRATEGIES AND FOCUSES

Process

1. Coordinates the Community Development/Development Services activities in a manner that emphasizes customer service.
2. Administers and implements the requirements of the Town's Comprehensive Plan and Town Development Standards (Zoning and Subdivision Ordinances).
3. Coordinates development review responsibilities such as the implementation of Town's TDS, Comprehensive Plan and master plans through the review of plats and concept and site plans.
4. Coordinates and directs the Development Review Committee process and meetings and prepares staff reports; coordinates with other departments, franchise utilities, governmental entities, and other service providers on case review.
5. Supervises and directs the Codes Enforcement Officer in coordination with the Director of Public Works.
6. Supervises the Development Coordinator and ensures that the coordinator has up to date evaluations and adheres to policies and procedures.
7. Processes all development applications, including but not limited to plats, zoning requests and concept/site plans and prepares and presents all such items to the Planning and Zoning Commission for consideration.
8. Prepares Planning and Zoning Commission, Economic Development Corporation and Zoning Board of Adjustments agendas and public notices.
9. Prepares proposed development-related ordinances and resolutions for review by Town Manager for consideration by Town Council.
10. Prepares items and reports for presentation before the Zoning Board of Adjustments.

11. Reviews and/or updates Town permit/applications forms, pamphlets, maps and other advisory materials as necessary.
12. Provides assistance to Town Manager and other Town Staff relating to development and other special projects as requested or assigned by the Town Manager.
13. Works extra hours as needed, including some evenings and weekends.
14. Attends regular evening meetings of the Planning and Zoning Commission, Zoning Board of Adjustment, Economic Development Corporation, and the Town Council.
15. Perform additional duties as may be assigned by the Town Manager.

Financial

1. Responsible for the preparation of the annual departmental budget for consideration by the Town Manager and monitors departmental operating costs to ensure annual operations stays within the adopted departmental budget.
2. Prepares and monitors long range operating and capital financial needs of the Community Development Department and conveys such via annual budget.
3. Properly accounts for and reports department petty cash expenditures and expense reimbursements.
4. Develops alternatives to improve efficiency of Development Review Committee (DRC) process that will reduce cost and time for both staff and customers.

Customer

1. Addresses inquiries and provides information to the general public relating to development policies and procedures.
2. Investigates Community Development and Code Enforcement-related complaints and responds to citizen and customer concerns.
3. Communicates development policies, procedures and ordinances to the development community and citizens in a consistent and fair manner
4. Acts as a liaison for, or with, outside regulatory agencies including county and state agencies.

Learning

1. Conducts research on new ordinances or revisions to existing development-related ordinances and makes recommendations thereon.
2. Recommends corrective action to resolve issues concerning the Town's development review process or policies.
3. Maintains proper professional certifications and licenses.
4. Participates in professional associations and related opportunities that further the mission of the Town and the goals of the Department.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.