

# EMPLOYMENT OPPORTUNITY



## DIRECTOR of DEVELOPMENT SERVICES

### **PURPOSE OF POSITION:**

The City of Van Alstyne, Texas is seeking a Director of Development Services to assist in the planning and development of one of the fastest growing communities in North Texas. With three thousand homes under development and an additional seven thousand homes in the planning stage, Van Alstyne, Texas is on the verge of major population growth. 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 rapid 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 FUNCTIONS:**

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, 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 Director of Development Services 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.

The Director of Development Services position 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. Prepares and reviews legal notifications prior to mailing and newspaper submission. Prepares clear resolutions and ordinances; researches 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 Director of Development Services position will also manage permitting, engineering, GIS, building inspections, code inspections, code compliance and animal control.

**JOB REQUIREMENTS:**

- Bachelor' or master's degree in Urban Planning, Architecture, Construction Management, Geography, Public Administration, Social Sciences or related fields.
- 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.
- AICP Designation.
- Possession of, or ability to obtain, a valid Texas driver's license.
- Must pass a criminal background check, physical and drug screening.

Must have the ability to sit, stand, walk, kneel, crouch, squat, and stoop for extended periods; lift 40 pounds; visual ability to view computer screens for extended periods. Exposure to outdoor weather conditions will occur on the job.

Ability to concentrate on statistics, maps, plans and details for extended periods; and speak clearly and concisely, providing factual information to decision makers both orally and in writing.

Must have strong organizational and leadership skills.

Must have a high level of detail orientation.

**GENERAL INFORMATION:**

The Director of Development Services is a full-time exempt position, open until filled.

Annual Salary Range: \$75,000.00 – \$120,000.00. Position includes health, vision, dental and life insurance as well as short- and long-term disability benefits. The City is a participant in the TMRS retirement program.

All candidates MUST SUBMIT A CITY APPLICATION and resume to be considered to City of Van Alstyne, 152 N. Main Dr., P.O. Box 247, Van Alstyne, Texas 75495-0247.