

Assistant Development Director – City of Port Aransas, Texas

Job Title: Assistant Development Director
Department: Development Services
Reports To: Director of Development Services
FLSA Status: Non-exempt
Prepared By: Planning and Development Director
Salary/Grade: 23
Date: 3/06/2024

Summary: Assists in administering regulations and related issues, enforcement of City Codes, beach and dune permitting, and implementing planning and development policies. Oversees daily operations and assists the Director in developing and carrying out plans, programs, budgets, policies, procedures, and initiatives of the Planning and Development Department. Supports the vision and goals of the Department. Oversees the development and implementation of plans, code revisions, development standards, and Department policies. Responsible for planning and implementing technological upgrades and advancements. Includes applying and monitoring performance measures. Promotes service orientation, results orientation, and teamwork and cooperation. Ensures accomplishment of the Department's work in an effective and cost-efficient manner. Supervises assigned staff, provides leadership and direction, and ensures that service and technical standards are met, projects and programs are accomplished, and revenues and expenditures are within guidelines. Works collaboratively with other departments, external agencies, community groups, and the public to appropriately plan for, guide, and serve the community's development.

Essential Duties and Responsibilities include the following:

- Examines documents such as blueprints, drawings, change orders, and specifications to verify completeness and accuracy of data.
- Confers with document originators or engineering liaison personnel to resolve discrepancies and compile required changes to documents.
- Posts changes to computerize or manually control records, releases documents and notifies affected departments.
- Maintains related files.
- Prepares reports and memorandums.
- Assists as staff representative to the Planning and Zoning Commission.
- Regularly attends planning and zoning commission meetings, Board of Adjustment & appeals, and any other meeting requested by the Development Director and City Council.
- Assists in assigning and maintaining 911 addressing.
- Assists in overseeing and supervising the daily operations of the Planning and Development Department. Assists in developing and/or reviewing Department policies and procedures. Compiles regular reports concerning Department activities. Assists in monitoring operations on a regular basis. Recommends and coordinates staffing plans that promote diversity and fiscal responsibility. Informs staff of operating policies and procedures.
- Assists in Supervising staff, and other staff, as assigned, in compliance with City policies and procedures. Oversees and reviews the work of direct reports. Provides leadership and motivation to work teams. Assists in hiring staff members and manages performance in consultation with the Director and Human Resources. Includes providing appropriate training, conducting regular performance appraisals, and administering corrective action in the absence of the Department Director.

- Assists in the development and implementation of plans, code revisions, development standards, and Department policies. Includes applying and monitoring performance measures.
- Implementing technological upgrades and advancements including initiatives for web-based permitting, electronic plan reviews remote inspection capabilities. data management, permits, natural resources, GIS, and modeling data.
- Assists in developing or recommending revenue and expense budgets. Authorizes and monitors expenditures to remain within the approved annual expense budget. Forecasts revenue and expenditure needs.
- Represents the Department internally and externally. Presents reports, recommendations, budgets, and issues for resolution to department heads, the Mayor, City Council, boards, and commissions. May represent the department director at public meetings of citizens or special interest groups, legislative hearings, and other public settings. Serves on boards and committees.
- Assumes full administrative responsibility in the absence of the Director.
- Performs other related duties as assigned.

Supervisory Responsibilities: Reports to the Director of Development Services. Serves as the senior member of the Department management team. Works independently to provide supervision, guidance, and direction to Department staff. Acts in responsible charge in the Director's absence. Manages responsibilities in accordance with applicable local, state, and federal regulations, policies, and procedures.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Analytical* – Collect and research data; Use intuition and experience to complement data.
- *Problem-solving* – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reasons even when dealing with emotional topics.
- *Technical skills*- Pursues training and development opportunities; strives to continuously build knowledge and skills.
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Interpersonal skills* – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others' needs without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things,
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Change Management* – Communicates changes effectively; Prepares and supports those affected by change.
- *Delegation* – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and

thoroughness.

- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- *Cost Consciousness* – Works within approved budget; develops and implements cost-saving measures.
- *Ethics* – Treats people with respect; Upholds organizational values.
- *Motivation* – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in a timely manner.
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; and takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.

- **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Model a strong work ethic to employees and a strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials. Avoids conflict of interest in the use of City resources and personnel. Maintains the appearance of fairness in dealings with staff and citizens. Willingness and ability to demonstrate Teamwork and Cooperation. Maintain consistent and punctual attendance. Physically perform the essential functions of the job, including: Frequently operating a computer and reading a computer screen or typewritten page; Frequently communicating verbally; Moving between work sites, including on undeveloped land parcels and project development sites; Occasionally lifting and transporting objects up to twenty-five (25) pounds;
- **Education and/or Experience:** Associate degree or coursework in a related field preferred; High school diploma or general education degree (GED) supplemented by specialized training in code enforcement, building codes, zoning regulations, or related field plus one year of general experience in building or construction trades, zoning, public health outreach or enforcement of local, state and federal laws or regulations. Six months of the above experience in field inspection or municipal code. Public administration, business administration, or related field;
- Minimum of five years of professional planning and development experience including progressively responsible management and administration experience in a supervisory and leadership role.
- American Institute of Certified Planners (AICP) certification preferred.
Geographic Information System Professional (GISP) or Project Management Professional

(PMP) preferred.

- Municipal government experience and experience leading teams.
- Or: In place of the above requirements, the incumbent may possess a combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

Skilled in: Management skills including leadership, supervisory skills, management control, problem analysis and decision making, planning and organizing, interpersonal sensitivity, adaptability/flexibility, stress tolerance, and time management. Excellent communication and interpersonal skills for interaction with co-workers, supervisors, managers, other City personnel, and the general public, public presentation skills including the ability to present technical information in an understandable manner to citizens, non-technical professionals, officials, and deliberative boards, commissions, and legislative bodies Strong to excellent writing skills for developing reports, correspondence, issue papers, policies and procedures and various organizational communications.

Language Skills: Ability to read, write, and comprehend simple instructions, short and simple correspondence, and memos. Ability to effectively present information in one-on-one or group settings of customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add and subtract multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

Computer Skills: To perform the job successfully, an individual should have a working knowledge of internet use, Microsoft Office®, i.e. Excel, Word, and Outlook.

Certificates, Licenses, Registrations: Valid Texas Driver's License in good standing.

Other qualifications: Must be able to continue training in code enforcement and other training necessary in assisting the administration of land use and building codes. Willingness and ability to frequently attend and participate in evening and weekend meetings.

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 accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb, or balance. ~~The employee must occasionally lift and/or move up to 10 pounds.~~ Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions; while performing the duties of the job, the employee is occasionally exposed to indoor and outdoor environments; working alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Planning Assistant position, and I certify that I can perform these functions.

EMPLOYEE: _____

Date: _____

WITNESS: _____

*Management has the right to add or change these duties of the position at any time.