



City of Klamath Falls

Position Description

Position: Development Services Director	Group: Executive
Department: Development Services	FLSA: Exempt
Evaluated by: City Manager	132

Summary

Under general supervision of the City Manager, leads, plans, directs, integrates, and coordinates the operations of the Development Services Department including Planning, Engineering and Airport. Focuses on near term and long-range community planning, project management including economic development and emergency action planning. Serves as part of the City’s executive leadership team.

Distinguishing Career Features

The Development Services Director is a Director level management position, responsible for the efficient and effective operations of their assigned department to meet the City's established mission and goals. The incumbent is responsible for the day-to-day coordination and administration of assigned functions. This class is distinguished from the next higher classification of City Manager, which serves as the Chief Executive Officer over all City departments and program activities.

Essential Duties and Responsibilities

- In coordination with the City Manager, prepares and develops goals and objectives for the assigned divisions, prepares budget requests and develops efficient and effective organizational structure and staff.
- Serves as a member of the City’s senior management team, participating in activities that result in the development of policies, programs, procedures, as well as strategic directions.
- Provides direction and supervision to a team of planners, engineers, airport business management and operations staff.; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Oversees engineering staff in the development of the City’s Capital Improvement Program, working with all divisions to ensure accurate and timely updates to the plan and that budgeting/design/construction of identified projects are completed.

- Oversees engineering staff to ensure development reviews and related public infrastructure impacts are properly evaluated, prioritized, and permitted in a timely and efficient manner.
- Develops and oversees long-range planning for the City and surrounding areas within the Urban Growth Boundary. Is responsible for updating and maintaining development codes and complying with changes in state law.
- Provides leadership, guidance, technical advice, professional opinion, information, research, and support regarding community development, building, engineering, planning, floodplain, airport and related topics to the City Manager, City Council, Planning Commission, Economic Development groups, Legislature, other organizations and public.
- Assists the public, community development, other City departments and agencies, other jurisdictions, State and federal agencies, and other entities with planning and development related information, and problem mediation and resolution.
- Oversees the City's engineering, planning and development functions; prepares plans, ordinances, studies, reports, research, data, strategies, recommendations, guidance, policies, procedures and proposals regarding long range planning, infrastructure, land use and transportation, public services and facilities, community design, land and subdivision development, zoning regulation and other related topics; reviews complex planning applications and prepares staff reports with recommendations for the Planning Commission and City Council; provides and presents information to the public and various boards, committees and commissions; performs other professional planning functions and activities.
- Oversees the City's leases/contracts at Crater Lake-Klamath Regional Airport; administers the City's obligations under the FAA grants related to the Crater Lake-Klamath Regional Airport; serves as the liaison to Kingsley Field Air National Guard Base; participates in the development, revision, update and review of Airport related plans and programs; administers contracts for Airport consultant services funded by FAA grants.
- Serves as the City's appointed liaison to economic development agencies including, but not limited to, the Klamath County Economic Development Association (KCEDA), the Klamath Falls Downtown Association (KFDA), the South-Central Oregon Economic Development District (SCOEDD) and the various economic development groups within Klamath Falls.
- Performs presentations, facilitates meetings, and workshops, participates in committees, working groups and task forces, and represent the Development Services Department and City regarding topics and issues related to the various aspects of the Development Services Department.
- Serves as project manager for a variety of special projects; facilitates project activities and resolves problems. Coordinates with other City departments, divisions, contractors, and community development partners. Serves as a liaison to City boards and commissions.
- Administers, prepares determinations, renders decisions, and performs enforcement actions regarding the regulatory functions and processes of the Department.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Principles and practices of municipal administration, organizational development, and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; principles and practices of economic and community development; principles and practices of public financing; local and state legislative processes; methods of assessing municipal operating requirements; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

▪ Abilities

Ability to effectively direct and manage assigned; provide effective leadership; coordinate a variety of program activities, including personnel administration; research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; prepare and analyze grant budgets; serve effectively as the administrative agent of the City Manager and City Council; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

▪ Physical Abilities

Requires sufficient ambulatory ability to move about an office and other locations. The employee must regularly lift and/or move up to 25 pounds and occasional lift and/or move up to 60 pounds. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Ability to alternatively sit and stand for sustained periods of time to perform counter work. While performing the duties of this job, the employee is regularly required to: stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel or crouch; and talk or hear. The employee is occasionally required to climb or balance.

▪ Education and Experience

The position requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, land use planning, engineering, or a closely related field and a minimum of eight (8) or more years of practical experience or a Master's degree in a related field with three (3) years of professional experience.

Equivalent combination of education, professional licenses/certifications, and experience may be considered.

▪ **Licenses and Certificates**

- Valid Oregon Driver's License. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.
- Desire any of the following:
 - Professional Civil Engineering License in the State of Oregon
 - Professional Civil Engineer registration in a reciprocal state with the ability to obtain Oregon registration within six (6) months of hire
 - American Institute of Certified Planners Certification
- Licenses and certifications relative to the position may be considered.

▪ **Working Conditions**

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 qualified individuals with disabilities to perform the essential functions. The duties of this position are usually performed in a well-lighted, temperature-controlled office environment with quiet to moderate noise level. This position occasionally works in outside weather conditions near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes, airborne particles, and loud noise levels.

▪ **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen and fit-for-duty exam.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.