

CITY OF FULSHEAR
COMMUNITY & TECHNOLOGY SERVICES DIRECTOR

CLASS SUMMARY

FLSA Status: E

Performs professional and supervisory work assisting City management in the administration of the City's development-related activities. Work entails assisting in the development and recommendation of community development projects and programs. Work is performed under the general direction of City management and the employee is responsible for determining work procedures and for carrying assignments through to completion. In conjunction with City management, the employee is responsible for the administration of the City's community development program. Supervision may be exercised over technical, administrative, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Supervises zoning, planning analysis, area classification, subdivision plan review, architectural compatibility and land use regulations. Supervises and participates in the preparation of zoning ordinances and zoning maps, and the revision of such ordinances and maps.

Supervises the enforcement of all development approvals and all regulation of the City's land use and development code.

Serves as a key advisor to City management on planning and zoning issues along with other development-related activities.

Writes, or edits and approves, research analysis and reports on all development applications, plans, and ordinances.

Supervises the department's architectural, site, and engineering plan review; and prepares technical staff reports.

Supervises and processes and reviews applications, site plans and subdivisions; prepares staff recommendations and presents reports to Planning & Zoning Commission, and other boards as needed.

Responds to inquiries from developers, property owners, residents and officials on City codes, design standards, land use regulations, and procedures. Work includes comprehensive plan and growth management implementation.

Assists City management in coordinating the activities of the Planning & Zoning Commission and other board as needed; assists in the planning, organizing, assigning, directing, and reviewing of activities of professional, technical, and clerical personnel engaged in the compilation, analysis, and interpretation of data, and preparing reports and recommendations affecting community development, planning, and zoning.

Assists in administering the City's Comprehensive Plan within established policies; assists in the direction, and participates in the development, of area plans and development studies and prepared reports.

Confers with land developers and builders, other government agencies, City departments and neighborhood groups; provides assistance and coordination of projects regarding the community development program to interested groups; directs and participates in studies of proposed changes to the zoning ordinances and makes recommendations relative to these changes.

Reviews proposed subdivisions of land, commercial and industrial site plans and residential developments within the City.

Reviews plans for conformance to appropriate community services and development criteria based on sound planning, design principles, and practices.

Responsible for overseeing all aspects of the City's Geographical Information Systems (GIS) and associated GIS hardware and software.

Responsible for coordination and administration of the City's asset management and work order systems. This includes work with vendors and other City staff as needed.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness for areas of responsibility.

Assists with and coordinates staff for various projects and maintenance efforts to include City facilities and other operational areas as needed.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and environmental conditions 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.)*

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to stand; reach; climb or balance; stoop, kneel, crouch, or crawl. 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 ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in city planning, public administration, or a related field (Master's Degree preferred) and considerable relevant experience, preferably to include plan review, development standards, and local government; experience in GIS, growth management, and innovative zoning or planning for environmentally sensitive areas is desired; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Considerable knowledge of the principles and practices of community planning, and of planning administration, urban and site design, and sociology as applied to community planning and development.

Knowledge of the principles and practices of civil engineering and architecture as applied to community planning and development.

Knowledge of trends in hardware and software with a view toward recommending, implementing, and maintaining various systems so that they are current with industry-wide standards.

Ability to prioritize and organize multiple, competing complex tasks.

Ability to document policies and procedures in technical and non-technical terms.

Ability to train end-users to effectively use the tools and utilities provided them.

Ability to express complex technical concepts orally and in writing.

Ability to establish and maintain effective working relationships.

Ability to perform technical research, to study, analyze and compile systematically technical and statistical information and make recommendations from such information, and to prepare and present technical reports; and considerable professional experience in community development, including administrative or supervisory experience.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Ability to manage the architectural site plan review process, coordinate the project review team and analyze traffic and transportation considerations, environmental impact and landscape buffering.

Ability to perform complex mathematical operations; Ability to define problems, collect data, establish facts and draw valid conclusions.

Excellent communication and analytic skills.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

AICP certification preferred.

Any specialized certifications relative to the assigned responsibilities.

Possession of a valid State of Texas Driver's license is required.

REVISED: May 2018