



DIRECTOR OF BUILDING AND DEVELOPMENT SERVICES

JOB DESCRIPTION

City of West Lake Hills, Texas

GENERAL PURPOSE

Under administrative direction from the City Administrator, plans, directs, and supervises the activities and operations of the Planning, Building, Inspections and Code Enforcement functions of the City of West Lake Hills and the management of the Planning & Zoning Commission.

SUPERVISION RECEIVED

Reports to and works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Supervises the Planning & Zoning Secretary, Permit Assistant, Environmental Inspector, City Inspector, and other support staff as assigned, as a primary duty of the job.

Essential Duties and Responsibilities

1. Building and Development Services:

- Oversees Building & Development Services Department, including management of staff, development and implementation of department goals, review of permit applications and issuance of permits, and code compliance cases.
- Plan review and consultation with Property Owners, Contractors, Design Professionals, etc.
- Reviews all site plans, subdivision plats, variance, zoning, Special Use Permit, signs, and building permit applications to ensure compliance with City Code.
- Prepares staff reports and presents to Boards and Commissions for all development, zoning and planning matters and variances.
- Responds to all inquiries from the public, City staff, and others, providing administrative interpretation of City codes, ordinances, policies, and procedures pertaining to code compliance.
- Updates and maintains City maps and all forms used for zoning and planning matters.
- Assists and advises City Council, Zoning and Planning Commission, and City Administrator with proposed amendments to the City Code to address changing needs in the community.
- Works closely with the Offices of the City Attorney and City Engineer.
- Oversees efforts of City Inspectors to handle code violations.
- Develops material and public awareness campaigns to educate the public about the City's ordinances and zoning and planning efforts.
- Supervise, manage and evaluate employees as assigned by the City Administrator.

2. Boards and Commission Coordination

- Creates, updates, maintains and distributes agendas and related documents for monthly meetings of the Zoning and Planning Commission (ZAPCO) and assists City Secretary and City Administrator with City Council and Board of Adjustment (BOA) agendas packet preparation.
- Prepares staff reports on matters to be discussed by City Boards and Commissions.
- Attends all ZAPCO, BOA and City Council meetings to present staff reports, recommendations, and answer questions.

- Notifies applicant in writing of decisions made by City staff, Boards, and Commissions.
- Works with Planning & Zoning Secretary to maintain records and files regarding City zoning and planning actions (by City staff, Boards and Commissions).
- Follows up with applicants to assure compliance with all aspects of approval including oversight, management and supervision of the city inspectors.

3. Peripheral Duties and Responsibilities:

- Works with support staff to complete tasks and projects, acts as Temporary City Administrator in the long-term absence of City Administrator for urgent or high priority issues in consultation with Mayor.
- Serves as project manager for a variety of projects; facilitate project activities and resolve problems; develop and submit project reports to the City Administrator.
- Maintains communication with other jurisdiction officials to coordinate regional issues and represent the City; serve as a liaison with City Council, City Administrator and other external agencies with regard to matters related to building and development.
- Represents the City's interests and positions before legislative and rule-making authorities at all levels of government and recommends policies and procedures with regard to matters related to building and development.
- Works with City Administrator to develop department-wide goals, objectives, policies and procedures for the Building and Development Department.
- Performs site visits on an as-need basis.
- Perform all other duties as assigned by the City Administrator

MINIMUM QUALIFICATIONS

Education and Experience:

- Five years of increasingly responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation; personnel management and American Institute of Certified Planners certification.
- Graduation from an accredited college or university with a bachelor's degree in city, urban and regional planning; architecture, urban design and economics, or a closely related field.
- A Master's degree in Planning is desirable and may be substituted for experience.

Knowledge of and Ability to:

- Ability to read and understand building plans.
- Knowledge and understanding of construction practices, terminology, and principles.
- Knowledge of and ability to interpret complex regulatory codes (zoning, development, construction, signs, subdivisions, etc.).
- The ability to read and accurately interpret construction plans, specifications and reference materials.
- The capacity to analyze facts, recognize problems, and formulate and implement viable solutions.
- The skills necessary to effectively communicate verbally and in writing with the public as well as City Staff, Boards, and Commissions while discussing, explaining, and interpreting standards and codes. Drafting memos, writing letters, crafting public notices, and organizing extensive files is crucial.

- The ability to safely and legally operate a motor vehicle to complete some essential functions of this job.
- Technological and computer-literacy with proficiency in the Microsoft Office Suite of applications, Incode software, MyPermitNow, CivicClerk, and Geographic Information Systems (GIS) software.
- The physical ability to move around residential and commercial construction sites, including gaining access to attics, rooftops, trenches and basements. Employee may be exposed to reasonable industrial and construction hazards such as noise, dust, pollen and fumes. Ability to access remote sites that may require climbing and traversing steep slopes and rough terrain in all weather conditions.
- Must be able to sit or stand for long periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Must possess general manual dexterity to proficiently operate computer and other office machines (including but not limited to smart phone, laptop, digital camera, calculator, copier, credit card machine, and fax machine), perform filing or other office functions, and reach items with hands or arms.
- Must be able to use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.

SPECIAL REQUIREMENTS

- Possession of a valid Texas Driver License issued by the Department of Public Safety
- Must be bondable

TOOLS AND EQUIPMENT USED

- Personal computer including Windows XP office, Outlook, Excel, Word, Laserfiche Client, word processing, spreadsheet, internet, web client, Incode, 10-key calculator; phone; scanner/copy machine; fax machine.

PHYSICAL DEMANDS

- Vision adequate to operate vehicles and office equipment, read instructions and follow directions.
- Hearing adequate to converse on telephone and in person.
- Body mobility adequate to drive and perform related office duties including reaching and bending for files and related office items.
- Use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions.
- Ability to lift office files, binders, and small office equipment as needed.

WORK ENVIRONMENT

- The work environment characteristics 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 the essential functions.
- The noise level in the work environment is usually moderate.