

# City of Des Moines

## Class Specification

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<b>Class Title:</b>	Development Services Director
<b>Class Code:</b>	E460
<b>Group/Pay Range:</b>	SPM Management Range 3
<b>FLSA Status:</b>	Exempt
<b>Civil Service/Non-Civil Service:</b>	Non-Civil Service
<b>Entrance/Promotional:</b>	Entrance
<b>Reports To:</b>	City Manager
<b>Supervises:</b>	Development Services Department Staff
<b>Approved By:</b>	City Manager
<b>Approval Date:</b>	

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### **Job Summary:**

Plans, organizes and directs the operations and activities of the Development Services Department; performs directly related work as required. The principal function of an employee in this class is to provide leadership and administrative oversight to all operations and activities of the Development Services Department and serve as the Planning Director and Economic Development Director for the City. The work is performed under the direct supervision of the City Manager, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Development Services Department, in coordination with a management team. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the City Council, City Boards and Commissions, business and community groups, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

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### **Essential Job Functions:**

- Supervises and evaluates the work of employees; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.
- Collaborates with Deputy Director, Division Administrators and the City Manager on operational problems that influence the management/organizational structure; serves as a

key resource person in evaluating and recommending solutions to financial and administrative problems.

- Establishes long-range requirements/objectives and continuously evaluates organizational performance in meeting those objectives; identifies/structures the direction programs should take to provide necessary outcomes.
- Reports on accomplishments and justifies critical and far-reaching changes; provides authoritative advice to the City Manager on matters of key importance to Division goals, programs, and mission.
- Directs Division operations through subordinate managers; establishes long-range program objectives and evaluates organizational performance in meeting those objectives.
- Develops/maintains working relationships with a broad spectrum of key officials outside of the immediate organization to gain related support for management decisions on priorities and goals; resolves problems not covered by policies or precedent.
- Represents management in dealing with employee grievances, complaints, and other matters pertaining to employment relations.

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**Required Knowledge, Skills and Abilities:**

- Comprehensive knowledge of current principles and practices involved in public administration, planning and urban design, permit and economic development within a large urban area.
- Comprehensive knowledge of budgetary principles within a municipality.
- Comprehensive knowledge of current principles and practices involved in the operations of planning, zoning, permitting, inspections and economic development.
- Knowledge of appropriate federal, state and local laws and programs pertaining to planning, zoning, permitting and economic development.
- Knowledge of design, engineering and construction processes.
- Knowledge of budgetary principles for real estate financing.
- Knowledge of the history of economic conditions within the City of Des Moines and surrounding areas.
- Ability to provide administrative direction within a municipal Department.
- Ability to supervise, train, evaluate and lead the work of others.
- Ability to delegate.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to oversee the design and development of programs to resolve complex development problems.
- Ability to translate policy decisions into technical concepts and operating results.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.

- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to resolve differences among competing points of view and to develop commitment to mutually acceptable goals.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to facilitate completion of projects through project management techniques.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Ability to facilitate and promote individual staff accomplishment toward organizational objectives including shared responsibility, teamwork and acceptance of change.
- Ability to express ideas and concepts clearly and concisely, orally and in writing.
- Ability to establish and maintain an effective working relationship with City employees, elected officials, City departments, neighborhood groups, property owners, governmental agencies, and the public.

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**Acceptable Experience, Training and Other Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration, Urban Planning or a related field; and
- Extensive experience in planning, permitting and economic development operations within a municipality, including considerable experience in a leadership role.
- A master's degree in Public Administration, Business Administration, Urban Planning or a related field is preferred.
- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.
- Ability to pass a background check.
- Possession of a valid Iowa driver's license or evidence of equivalent mobility.
- Possess and maintain AICP certification, architecture license or landscape architecture license.

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**Physical Requirements and Work Environment:**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform essential job functions.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform essential job functions.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform essential job functions.

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**NOTE: This job description is not intended to be all inclusive. Employees may need to perform other duties consistent with the role and function of the classification as required.**