



**DIRECTOR OF BUILDING & DEVELOPMENT SERVICES
JOB DESCRIPTION
City of West Lake Hills, Texas**

Job title	Director of Building and Development Services	FLSA Classification	Exempt, Salary, Full-time
Reports to	City Administrator	Date Approved	

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. Exercises significant level independent judgement.

SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the City Administrator.
- Exercises direct supervision for technical and clerical staff, exempt or non-exempt employees including Planning & Zoning Secretary, Development Coordinator, City Inspectors, and other support staff as assigned or as may change.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department & Personnel Management

- Assume full management responsibility for all City of West Lake Hills 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.
- Develop and implement Building & Development Services Department goals, objectives, policies, and priorities for each assigned service area.
- Plan, direct, and coordinate through department staff, the Building & Development Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes for the Building & Development Services Department.
- Select, train, motivate and evaluate professional, technical, and clerical Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Serve as project manager for a variety of projects; facilitate project activities and resolve problems; develop and submit project reports to the City Administrator.
- Communicate 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 regarding 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 regarding matters related to building and development.
- Participate/assist in all emergency management activities, as assigned.
- Other projects, duties and responsibilities as may be assigned.

Building and Development Services

- Plan review and consultation with Property Owners, Contractors, Design Professionals, etc.
- Review all site plans, subdivision plats, variance, zoning, Special Use Permits, signs, and building permit applications to ensure compliance with City Code.
- Respond to all inquiries from the public, City staff, and others, providing administrative interpretation of City codes, ordinances, policies, and procedures pertaining to code compliance.
- Update and maintain City maps and all forms used for zoning and planning matters.
- Assist and prepare recommendations for City Council, Zoning and Planning Commission, and City Administrator with proposed amendments to the City Code to address changing needs in the community.
- Work closely with the Offices of the City Attorney and City Engineer.
- Oversee efforts of City Inspectors to manage code violations.
- Develop 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.
- Perform site visits on an as-need basis.

Board and Commission Coordination

- Create, update, maintain and distribute agendas and related documents for monthly meetings of the Zoning and Planning Commission (ZAPCO) and assist City Secretary and City Administrator with City Council and Board of Adjustment (BOA) preparation of support materials and packet preparation.
- Prepare staff reports and presents to Boards and Commissions for all development, zoning and planning matters and variances.
- Attend all ZAPCO, BOA, and City Council meetings to present staff reports, recommendations, and answer questions.
- Notify applicants in writing of decisions made by City staff, Boards, and Commissions.
- Directs and assists the Planning & Zoning Secretary in maintaining records and files regarding City zoning and planning actions (by City staff, Boards and Commissions).
- Follow up with applicants to assure compliance with all aspects of approval including oversight, management, and supervision of the city inspectors.
- Perform all other duties as assigned by the City Administrator.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Five years of increasingly responsible experience in public planning, zoning, permitting, engineering, redevelopment and economic development analysis, administration, enforcement, and consultation
- Bachelor's degree from an accredited college or university in city, urban and regional planning, engineering, architecture, urban design and economics, or a closely related field.
- A Master's degree is desirable and may be substituted for experience.
- American Institute of Certified Planners (AICP) is desirable.
- Valid Texas Driver License.
- Must be bondable.

KNOWLEDGE AND UNDERSTANDING

- Principles and practices of construction practices, terminology, and principles.

- Management skills to analyze programs, policies, and operational needs.
- Principles and practices of program development and administration.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Technological and computer proficiency in the Microsoft Office Suite of applications, Incode software, MyPermitNow, CivicClerk, and Geographic Information Systems (GIS) software.

ABILITIES

- Communicate clearly, concisely, and convincingly both orally and in writing with the public, City Staff, Boards, and Commissions while discussing, explaining, and interpreting standards and codes.
- Interpret complex regulatory codes (zoning, development, construction, signs, subdivisions, etc.).
- Read and accurately interpret building plans, construction plans, specifications, and reference materials.
- Analyze problems and use independent judgment to identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Operate a motor vehicle safely and legally.
- Draft memos, write letters, craft public notices, and organize extensive files.
- Proficient in the use of computers and general office equipment including Incode municipal services software and Windows, Microsoft Office, Outlook, Excel, Word, Laserfiche Client, word processing, spreadsheet, internet, web client, Incode, 10-key calculator; phone; scanner/copy machine; fax machine.

SPECIAL REQUIREMENTS

PHYSICAL DEMANDS

- Move around residential and commercial construction sites, including gaining access to attics, rooftops, trenches, and basements.
- Access remote sites that may require climbing and traversing steep slopes and rough terrain in all weather conditions.
- Use stepstools and stepladders to store and retrieve items of various sizes, shapes, and forms.
- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 30 pounds.
- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

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.
- May be exposed to reasonable industrial and construction hazards such as moderate noise, dust, pollen, and fumes.
- Work in an office setting.

- Attendance may be required at Zoning & Planning Commission, Board of Adjustments, City Council, or other meetings, most of which occur after regular business hours.
- Attendance may be required at other meetings which could occur after regular business hours.
- Occasionally requires travel, including over-night stays for required training or conducting City business.
- May encounter occasional stressful situations

OTHER

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at 512.327.3628.
- The City of West Lake Hills is an Equal Opportunity Employer.