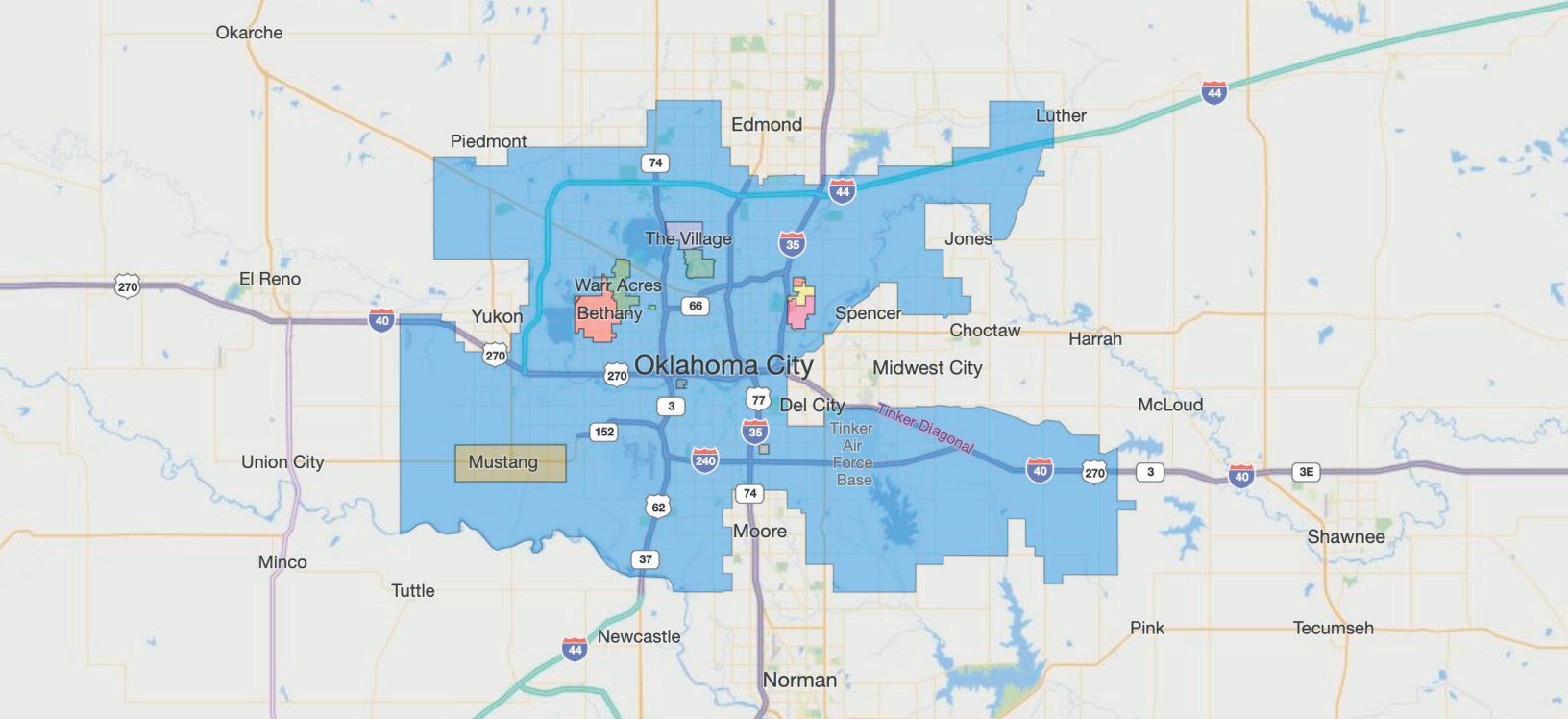


OKC



Assistant Director Development Services
governmentjobs.com/careers/oklahomacity





» Oklahoma City

Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. Oklahoma City is the 22nd largest city in the nation. The City of Oklahoma City serves approximately 681,054 residents in a four (4) county, 621 square mile area.

Twenty-two City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.



Departments

Twenty-two (22) departments provide a wide array of municipal services and programs:

- Airports
- City Auditor's Office
- City Clerk's Office
- City Council Office
- City Manager's Office
- Development Services
- Finance
- Fire
- General Services
- Human Resources
- Information Technology
- MAPS
- Municipal Counselor's Office
- Municipal Court
- Office of the Mayor
- Parks and Recreation
- Planning
- Police
- Public Information & Marketing
- Public Transportation & Parking
- Public Works
- Utilities





Historically, Oklahoma City's economic base has been closely tied to the energy and agricultural markets. Today, the City's economic base is more diversified and seeing growth in the health and technology industries.

The largest employers in the metropolitan area include the State of Oklahoma, the City of Oklahoma City, Tinker Air Force Base, and the University of Oklahoma. Companies with headquarters here include American Fidelity Assurance Company, BancFirst, Chesapeake Energy, Continental Resources, Devon Energy, Express Personnel, Hobby Lobby Stores, Love's Travel Stops & Country Stores, OG&E Energy, MidFirst Bank, Paycom and Sonic Corporation.

Vital among the City's assets are ample water supplies and its central location. Interstate highways I-35 North/South, I-40 East/West and I-44 Northeast/Southwest converge in Oklahoma City and provide transportation links to the rest of the nation. The I-40 Crosstown Expressway relocation, which opened in 2013, allows faster travel by incorporating 10 lanes of traffic. These ground transportation routes, together with Will Rogers World Airport, make the City a regional transportation hub.

Local performing arts groups such as the Oklahoma City Philharmonic, Lyric Theater, and Ballet Oklahoma contribute to the City's cultural environment. The Oklahoma State Fair, Red Earth Festival, and the Festival of the Arts attract



hundreds of thousands of visitors each year. Other popular attractions are the First Americans Museum, National Cowboy and Western Heritage Museum, Oklahoma City Museum of Art, Oklahoma City National Memorial, Oklahoma History Center and National Softball Hall of Fame.

Our NBA team, the Oklahoma City Thunder, competes in the National Basketball Association as a member of the league's Western Conference Northwest Division.

The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate of the Major League Soccer Sporting KC.

In December 2009, voters approved MAPS 3, a seven-year, nine-month tax to fund eight new projects in the metro area. These include a 70-acre central park, a new rail-based streetcar system, a new downtown convention center, sidewalks throughout Oklahoma City, 57 miles of new bicycle and walking trails, improvements along the Oklahoma River, health and wellness aquatic centers for seniors, and improvements to the fairgrounds.



In May 2016, the \$45.3 million RIVERSPORT Rapids center opened to provide whitewater rafting and kayaking on an 11-acre facility adjacent to the Oklahoma River. The Center features world class rapids for elite athletes as well as recreational level opportunities for families. The City was designated as the U. S. Olympics Training Site for canoes, kayaks and rowing in July 2009 and hosted the U.S. Olympic trials for those sports in 2016 at the new RIVERSPORT Rapids center and the Oklahoma River. The Oklahoma River is the only river to have received this coveted designation and has been transformed into a world class competitive and recreation center.

The City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum along the Oklahoma River. The Center opened in September of 2021 and provides 85 acres of park space, with walking trails, interpretive art, and serves as a venue for native performers and educational exhibits.

In September 2017, citizens approved the Better Streets, Safer City General Obligation Bond and a

sales tax measure. The General Obligation Bond is a 10-year, \$967 million program (including \$135 million for parks, \$536 million for streets, bridges, sidewalks and traffic control), and a permanent ¼ cent sales tax for more police officers, more firefighters and day-to-day operations. The temporary penny sales tax took effect January 1, 2018, after the MAPS 3 tax expired. Sales tax collected over the 27 months was \$263,301,102 and to date with interest the board has allocated \$255,677,550 toward projects.

In December 2019, voters approved MAPS 4, a debt-free public improvement program funded by a temporary penny sales tax that will raise a projected \$978 million over eight years. MAPS 4 keeps Oklahoma City sales tax rate unchanged. The sales tax took effect April 1 when the Better Streets, Safer City temporary sales tax expired. More than 70 percent of MAPS 4 funding is dedicated to neighborhood and human needs. The rest is for quality of life and job-creating initiatives. Detailed information about the 16 MAPS 4 projects is available at the following link: <https://www.okc.gov/government/maps-4>.



Vision, Mission and Core Values

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community. We will provide exceptional service to residents and visitors.

We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.

The City's core values include:

- Providing competent, dependable and efficient service to all by knowing our jobs and our City;
- Maintaining dependability and accountability in our relationships;
- Communicating among ourselves and with our community in a tactful, useful, informative and honest manner;
- Listening to the needs of others as a critical part of our communication process;
- Honoring diversity by respecting our customers and fellow employees;
- Committing to continuous improvement and growth through visionary, proactive leadership and technology; and
- Setting standards of quality service by upholding our core values.



➤ The Position

In July 2009, the City Manager created the Development Services Department to enhance the City's ability to respond to various code enforcement issues, manage the Animal Welfare program, and to streamline the overall process of the issuance of building permits and construction inspections more efficiently. The new department was also tasked with working with the Planning Department to review and process all zoning and subdivision requests at the Planning Commission level and process all Board of Adjustment applications. The Development Services Department is now responsible for and is an integral part of many facets of our growing community.

The mission of the Development Services Department is to provide animal welfare, code enforcement, construction permitting and inspections, licensing, and development application review services to the development community and general public so they can receive timely development decisions and live in a clean, safe and stable City.

The Assistant Director of Development Services assists in the overall management of the Development Services Department. In addition to Administration, the department includes four divisions: Development Center, Code Enforcement, Animal Welfare, and Subdivision and Zoning.

The Animal Welfare Division includes four programs:

- The Animal Shelter Program provides temporary animal care, animal adoptions, reclaim services and animal

transfers to partner agencies so residents can have affordable pet adoption opportunities and more animals can be saved.

- The Community Outreach Program provides education opportunities for community engagement and support programs to residents so they can be informed and promote responsible pet ownership and assist with the goal of animals remaining in the home and reducing animal intake.
- The Field Services Program provides public health and safety, public education, enforcement and animal rescue services to the general public so they can experience an environment of responsible pet ownership that is free of dangerous, stray or dead animals.
- The Veterinary Services Program provides medical care to shelter pets and spay and neuter services to shelter and reclaimed pets to ensure pet owners can experience the companionship of a healthy pet.

The Code Enforcement Division includes two programs:

- The Code Inspections Program provides inspection services (proactive and complaint response) to residents and the business community so they can experience an environment that is free of code violations.
- The Nuisance Abatement Program provides nuisance abatement services to the community and property owners so they can live in clean and safe neighborhoods.

The Development Center Division includes three programs:

- The Construction Inspections Program provides construction-related code inspections to the development community and the public so they can build safe commercial and residential structures in a timely manner.
- The Permits and Licensing Program provides construction permits, inspection processing, and licenses to the development community, the public, and inspectors so they can conduct their construction or business-related activities in a timely manner.
- The Plan Review Program provides construction plan review to the development community and the public so they can develop and build code-compliant structures in a timely manner.

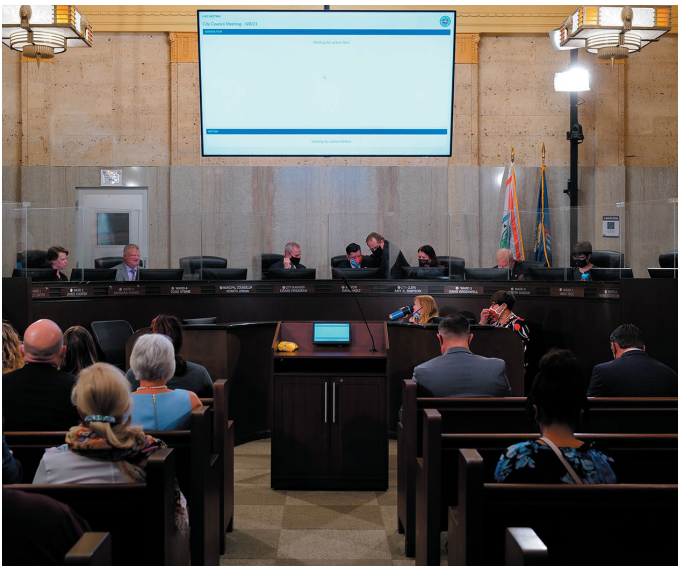
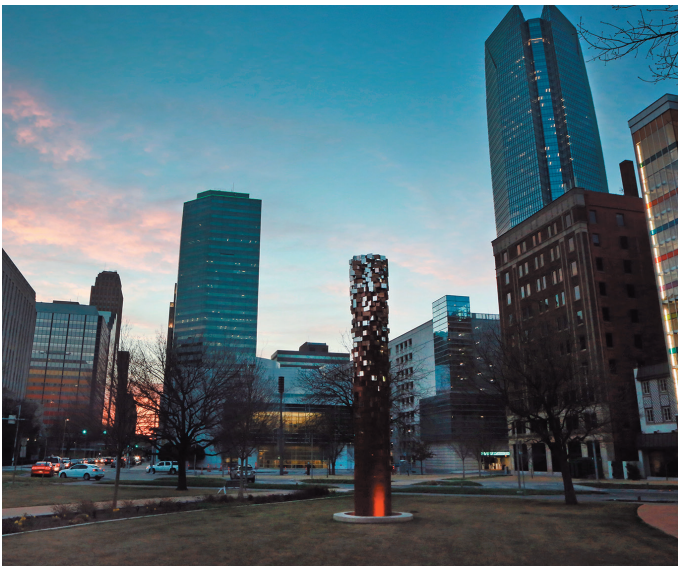
The Subdivision and Zoning Division includes one program:

- The Subdivision and Zoning Program processes development applications and provides consultation to developers, applicants and residents so they can receive timely zoning and subdivision approvals and information.

The Assistant Director of Development Services is responsible for assisting with daily oversight and management of the department's operations and employees with an aim to meet or exceed the department's "Leading for Results" goals; overseeing employee disciplinary processes; serving as liaison with the Human Resources Employee and Labor Relations Division regarding employee relations matters; providing support to the Development Services Director regarding general information items and addressing requests and concerns that arise from inquiries from the public, Mayor's office, City Council office, Municipal Counselor's office and other City departments regarding the Development Services Department; representing the Director on various boards, committees, and meetings; analyzing and implementing various departmental productivity improvement measures; coordinating the preparation of annual budgets; researching, preparing, and presenting reports for the City Council; determining long-range organization, fiscal, and community impact of departmental changes and decisions; and providing the Director with an objective analysis of current legislation impacting departmental activities and the City organization.

Duties may vary in nature from writing special reports; conducting research assignments of a complex nature; and presenting written and verbal reports, analyses, and recommendations on a variety of departmental matters.

This position interacts with the public and elected and appointed officials on matters concerning the department and works with each of the four Development Services Divisions to improve customer service, professionalism, efficiency, consistency in business practices, and culture.



➤ Challenges

- Providing effective code enforcement services to ensure timely response and proactive service delivery;
- Collaborating and coordinating with partner agencies and providing public education and information services to promote programs and services to improve the live release rate of shelter pets and increase pet adoptions and placements and decrease the amount of animal field calls received; and
- Using technological solutions to provide timely and efficient review of development applications and issuance of construction permits, licenses, and certificates of occupancy.



➤ The Ideal Candidate

The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional analytical, organizational, interpersonal and communication skills.

The ideal candidate must possess:

- Bachelor's degree in Public Administration, Business, Finance, or a related field.
- Minimum of three (3) years' experience in public sector management with an organization of similar size or complexity as the City of Oklahoma City.
- Knowledge of finance, procurement, and budgetary processes.
- Knowledge of and skill in applying management principles and techniques.
- Knowledge of and ability to interpret City, state and federal regulations and laws governing budgetary processes.
- Skill in verbal and written communication.
- Skill in coordinating activities of professional, technical, and clerical staff.
- Skill in critically assessing and organizing a wide variety of information.
- Ability to establish and maintain effective working relationships with employees; residents; collective bargaining unit officials; public officials; and various local, federal, and state agencies.
- Ability to develop long-range plans and evaluate work accomplishments.
- Ability to promote the development of new programs.
- Ability and willingness to keep abreast of current legislation governing local, state, and federal programs.
- Willingness to represent the department director on various boards, commissions, and committees.
- Willingness to assume responsibility for work performed and decisions made.
- Possession of a valid driver license (Operator).





» How to apply

Applicants must submit an online application, resume, and recent writing sample that best demonstrates their written communication skills at: governmentjobs.com/careers/oklahomacity

An email address and password are required to create a profile. Attachments, such as a resume, cover letter, etc. may be included. Resumes will be accepted until April 6, 2022, 11:59 p.m.

For questions call (405)-297-3373 or email careers@okc.gov.

AN EQUAL OPPORTUNITY EMPLOYER

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530. The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

Working Conditions and Physical Requirements

This is an FLSA exempt position. Work is performed inside most of the time with local travel and/or out-of-town travel. This position is occasionally required to work beyond normal working hours.

Physical requirements include speech and hearing enough to make presentations and communicate by telephone or in person; near vision enough to read reports/documents and computer screens; and arm-hand steadiness and manual finger dexterity enough to write and type on a keyboard.

Compensation and Benefits

The salary is dependent upon the qualifications and experience of the selected candidate. Benefits include:

- Flexible schedules
- Telework options
- 96 hours of vacation leave per year
- 130 hours of sick leave per year
- 11 regular holidays per year
- Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- Retirement plan
- Credit union with full banking services
- Employee medical center for employee and covered dependents
- Tuition reimbursement
- Employee assistance program
- Life, health, dental and vision insurance options
- Disability plan