



JOB POSTING # 19-066

PLANNING & DEVELOPMENT SERVICES DIRECTOR

PLANNING DEPARTMENT

SALARY RANGE: \$ 74,457 - \$ 89,700

Open Until Filled

Application Submitted Prior to October 15, 2019 Receive 1st Review.

Leads the City's planning, zoning, development review, building regulations, City beautification, economic development and master planning initiatives. Reports to the City Manager and works closely with boards and commissions in a public setting. Leads the Joint Land Use Implementation Program, Joint Airport Zoning Board and the City of Kingsville Master Plan by enforcing building, zoning, subdivision, land use and development regulations. Coordinates with staff on transportation, planning and capital improvement programs to maintain the City's goal of addressing Master Plan and Joint Land Use Implementation Program priority issues. Represents the City in negotiations related to land use and development by providing highly responsible, professional staff assistance. Performs other related duties as assigned.

Organizational Relationships

1. Reports to: City Manager
2. Directs: Planning Division: 1 F/T, Permit Division: 2 F/T; Community Appearance: 4 F/T
3. Other: Works closely with all City departments/division and the general public.

Essential duties include:

1. Manages program goals, objectives, policies and priorities to ascertain type of development, building & zoning is compliant with City expectations.
2. Coordinates Joint Land Use Implementation Program with NAS Kingsville, Kleberg County, state and local organizations and prepares documentation to formally implement recommendations;
3. Holds public workshops/hearings and presents implementation proposals
4. Participates in public meetings to keep open communication on the changing needs of the community
5. Serves and/or coordinates various community boards and councils such as Planning & Zoning Commission, Zoning Board of Adjustment, Historical Development Board and Electrical Board to maintain consistency with AICUZ, JLUS and City's Master Plan
6. Serves as the City's Liaison with NAS Kingsville, Kleberg County, and other governmental/development agencies for the continued mutual sharing and coordination of information relating to planning and zoning in an effort to maintain joint goals of enforcing current AICUZ areas and eliminating encroachment issues
7. Provides professional and technical staff assistance on new and on-going physical development policies to ensure the City's compliance
8. Coordinates activities with those of the Chamber of Commerce and Economic Development Council to promote the City's economic development
9. Prepares and presents project/incentive proposals for the continued development of Kingsville and its ETJ

Minimum Qualifications: BS in Urban Planning, Engineering or related field, 8 years progressively responsible planner experience; AICP Certification is required or ability to obtain within 1 year. Any combination of training and experience which provides the required knowledge, skills and abilities.

Training, Education, Experience. And/or Other Requirements: Thorough knowledge of codes, laws and pertinent ordinance and regulations pertaining to the particular area of building and development. Ability to maintain confidentiality. Ability to read, write and communicate effectively in person or by telephone with the public in the English language. Ability to establish and maintain an effective working relationship and to communicate with department personnel, other City employees and the public. Requires strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.

All positions require the following: 1) Valid driver's license 2) satisfactory driving record and 3) proof of eligibility to legally work in the U.S. The successful candidate must pass a pre-employment drug screen and background investigation. Applications available www.cityofkingsville.com or send resume and cover letter to hradmin@cityofkingsville.com For additional information contact Human Resources at 361-595-8017. EOE

Posted: September 10, 2019
12:00 pm