



**OKC**

**DEVELOPMENT**

**CENTER**

**MANAGER**

[HTTPS://WWW.CPSHR.US/RECRUITMENT/2169](https://www.cpshr.us/recruitment/2169)



# WORK FOR OKC



**Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 687,725 residents in a four (4) county, 621 square mile area.**

## About OKC

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.

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.

## DEPARTMENTS



Twenty-two (22) 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.





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

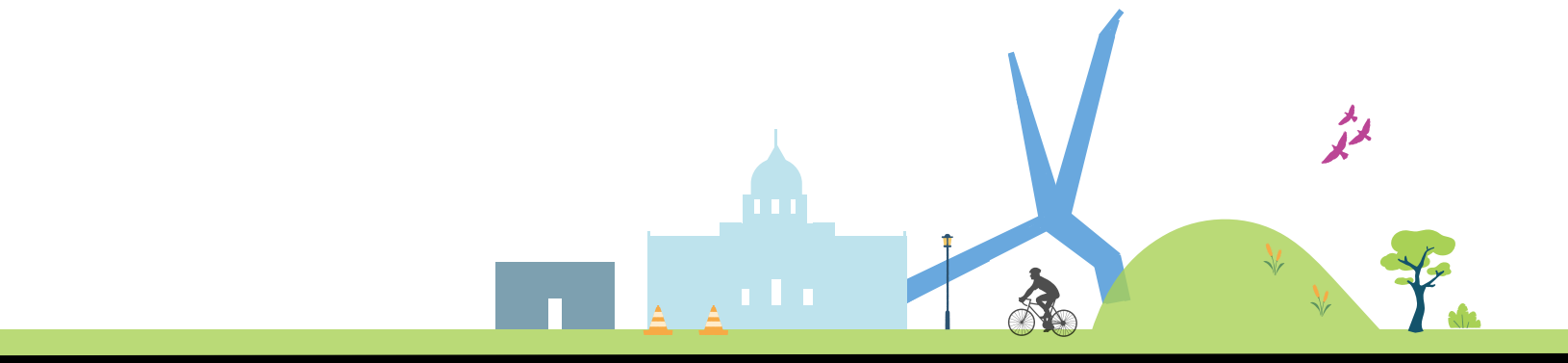
The City has been the site of numerous Big XII championships in basketball, baseball, and softball and has hosted the opening rounds of the NCAA basketball tournament, the Wrestling Championships and the Women's College World Series. Our USL PRO (minor league soccer) team, Energy FC, is the affiliate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

In December 2009, citizens 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 the 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 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 \$264,584,295 and to date with interest the board has allocated \$263,676,528 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's 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 [okc.gov/government/maps-4](http://okc.gov/government/maps-4).





## **THE CITY'S VISION & MISSION**

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

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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 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.



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The Development Center Manager is under the general supervision of the Development Services Department Director and oversees the Development Center Division which 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 duties performed by this position require the utilization of previously acquired technical knowledge and skills. In addition, the employee must apply administrative skills necessary to coordinate the operational and technical functions of staff engaged in the review, evaluation, and coordination of the land development process.

**Essential job functions include:** planning, organizing, reviewing and supervising work performed by professional, technical, and clerical personnel; and facilitating

development activities of the City of Oklahoma City. The Development Center Manager is responsible for managing, supervising, and/or providing professional support to boards and commissions charged with the review of applications relating to land use and improvements; review of all building plans for compliance with relevant codes and ordinances; collection of fees and the issuance of permits for all construction related activity; review and issuance of business licenses; inspection of structures for safety and code compliance; and





enforcement of building codes.

The Development Center Manager has continual contact with government agencies of other municipalities and at state, federal, and county levels, community organizations, citizen groups, private businesses, and all levels of the City organization to obtain and provide information and to interpret departmental programs, City policies, codes, ordinances, and contracts. The use of tact and persuasiveness is necessary to obtain cooperation and acceptance.

## The Challenge

Leading the City's multi-department building development process in improving response times for plan review, building permit issuance, and construction inspections; & improving responsiveness and completeness in addressing customer inquiries and project needs.

# 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 and is committed to providing excellent customer service.

## The ideal candidate must possess:

- Knowledge of municipal planning and development
- Knowledge of and skill in applying administrative and management concepts and principles
- Skill in effectively relaying technical, statistical and non-technical information in verbal and written form
- Skill in assessing and analyzing data
- Skill in supervising

- Ability to establish and maintain effective working relationships
- Ability to plan, design, implement, and evaluate current systems and system improvements
- Ability to develop long range plans and evaluate work accomplishments
- Ability to travel
- Willingness to assume responsibility for work products and decisions made

## Preferred Qualifications

Preferences include a degree in business, construction, or 10 years of experience in permitting, plan review, or construction inspections; knowledge of building and related codes/ordinances; experience working with developers and builders; and prior policy development experience.



## Working Conditions

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

## Physical Requirements

Physical requirements include speech and hearing enough to communicate clearly and distinctly in person and by telephone and vision enough to read and review written correspondence and documents such as maps, plans, etc.

## How to Apply

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Friday, April 21, 2023**.

Resumes should reflect years and months of employment, beginning/ending dates, as well as size of staff and budgets you have managed.

For more information and to submit your materials, visit:  
<https://www.cpsshr.us/recruitment/2169>

For additional information about this position please contact: Kylie Wilson, Senior Executive Recruiter at [kwilson@cpsshr.us](mailto:kwilson@cpsshr.us).



**THE IDEAL CANDIDATE**

# COMPENSATION & BENEFITS

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



## Reasonable Accommodations

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.

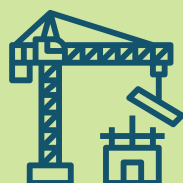


## An Equal Opportunity Employer

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.





### **Our competitive benefits package includes:**

- Flexible schedules
- 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