OKC SERVICES DIRECTOR

DEVELOPMENT

DIRECTOR

HTTPS://WWW.CPSHR.US/RECRUITMENT/2322
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.
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 is being transformed into a world class competitive and recreation center.

In January of 2016, 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 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 $839,020,748 million toward projects.

In December 2019, citizens 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. For detailed information about MAPS 4 go to: okc.gov/government/maps-4.
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.
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 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 Development Services Director is appointed by the City Manager and reports to an Assistant City Manager. The Development Services Director is responsible for a staff of approximately 195 full-time employees and an annual departmental operating budget of $22,820,607.

The Development Services Director is responsible for the overall management of the Development Services Department including providing daily oversight and management of the Department’s operations and staff with an aim to meet or exceed the Department’s “Leading for Results” goals; providing support to the City Manager and senior leadership 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; interacting with the public and elected and appointed officials on matters concerning the Department; and working with each
of the three Development Services Divisions to improve customer service, efficiency, professionalism, consistency in business practices, and culture.

The Development Services Department has three divisions:

- Animal Welfare Division
- Code Enforcement Division
- Development Center Division

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.
**Compensation**

The approved salary range for this position is **$142,046.64 to $217,152.00** and is dependent upon the qualifications and experience of the selected 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.

**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.
Job Requirements

- Bachelor’s degree in Public Administration, Business, Finance, or a related field.

- Minimum of five (5) years’ experience in public sector management with an organization of similar size or complexity as the City of Oklahoma City.

- Knowledge of and skill in applying management principles and techniques.

- Knowledge of budgetary processes.

- Skill in oral and written communication.

- Skill in coordinating activities of a professional, technical, and clerical staff.

- Ability to establish and maintain effective working relationships with staff, citizens, 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 provide representation for the City on various boards, commissions, and committees.

- Willingness to assume responsibility for work performed and decisions made.

- Ability to travel.

Working Conditions/Physical Requirements

- Primarily indoors in climate-controlled environment.

- Occasional local or out-of-town
Working Conditions Cont.

- travel to meetings, conferences, or seminars.
- Occasionally required to work hours beyond normal scheduled work week.
- Near vision enough to read and draft various forms of written and machine-generated communications.
- Speech and hearing enough to communicate effectively in person and by telephone.
- Manual and finger dexterity enough to operate standard office equipment, such as a telephone, computer keyboard, ten-key, copier, fax, etc.

Total Rewards

- Flexible schedules and some telework options
- Life, health, dental and vision insurance options
- 96 hours of vacation per year
- 130 hours of sick leave per year
- 11 regular holidays per year
- Sick leave conversion to vacation (up to 40 hours per year)
- 16 hours of bonus vacation (if no more than 24 hours of sick leave is used during anniversary year)
- Employer paid parking or EMBARK bus pass for eligible employees working downtown
- Employee medical center for employee and covered dependents
- Employee assistance program
- Disability plan
- Retirement plan
- Tuition reimbursement
- Credit union with full banking services
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 **Monday, March 25, 2024**.

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

To apply for this position, please submit your materials and fill out the application at [www.cpshr.us/recruitment/2322](http://www.cpshr.us/recruitment/2322).

For any questions please contact: **Kylie Wilson**, Principal HR Consultant, at resumes@cpshr.us.

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.

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.