



# City of OKC

Assistant Director of  
Development Services





# WORK FOR OKC



**Oklahoma City is the 20th largest city in the nation. The City of Oklahoma City serves approximately 702,767 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, Expand 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 the OKC Will Rogers International 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 and won the 2025 NBA Championship.

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 2016, the City entered into an agreement with the State of Oklahoma and the Chickasaw Nation to complete the First Americans Museum (FAM) along the Oklahoma River. The Center opened in September of 2021 and provides 85 acres of park space, with walking trails and interpretive art, and serves as a venue for native performers and educational exhibits.



In addition to the beautiful FAM museum, the OKANA Indoor Waterpark and Resort opened in the Summer of 2025. We are taking the fun and amenities to the next level as we have been confirmed to host two events for the 2028 Los Angeles Olympics: softball and canoe slalom.

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 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 on 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](http://okc.gov/government/maps-4)

In December 2023, citizens approved an extension of a one-cent sales tax for another 72-months to pay for new state-of-art NBA arena for Oklahoma City Thunder Basketball Team. This investment will secure the teams commitment to Oklahoma City through 2050.

## DEVELOPMENT SERVICES



Budget:  
\$23,635,610

Positions: 190  
Represented and  
Non-Represented



## 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

### ONE CITY, ONE TEAM

We succeed when we work together.

### SERVICE FIRST

We put people at the center of everything we do.

### RESPECT ALWAYS

We serve every person with dignity and empathy.

### OWN THE OUTCOME

We take responsibility for results, not just tasks.

### KEEP GETTING BETTER

We are always learning, improving, and adapting.

# ONE CITY, ONE TEAM

SERVICE FIRST | RESPECT ALWAYS | OWN THE OUTCOME | KEEP GETTING BETTER





# Compensation

The approved salary range for this position is **\$133,360.56 - \$203,851.44** and is dependent upon the qualifications and experience of the selected candidate.

## The Position

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

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 three Development Services Divisions to improve customer service, professionalism, efficiency, consistency in business practices, and culture.

## Minimum Qualifications

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:

- Possession of a 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 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.



## Minimum Qualifications continued

- 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 or higher).

## Preferred Qualification

- Possession of International Code Council (ICC) certification.

## 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.

Note: The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

For more information visit the  
***Development Services Department:***  
[https://www.okc.gov/Government/  
Departments/Development-Services](https://www.okc.gov/Government/Departments/Development-Services)





# Total Rewards

- Flexible schedules and some telework options
- 96 hours of vacation leave a year
  - 40 hours upon first day of employment
- 130 hours of sick leave a year
- 11 regular holidays a year
- 40 hours of sick leave conversion to vacation leave per fiscal 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



# Competencies

**One City, One Team (Teamwork/Team Oriented):** (1) Recognizes, values, and leverages the ideas, opinions, and perspectives of others; (2) participates willingly and effectively as a team lead or team member; (3) builds consensus; fosters team commitment, spirit, pride, and trust; (4) collaborates with others to accomplish goals and objectives and achieve results; (5) expresses facts, ideas, messages, and information (technical and non-technical) to individuals or groups clearly, concisely, accurately, understandably, with honesty, tact, and diplomacy and in a manner that is appropriate for the intended audience; (6) actively listens, clarifies information as needed; (7) [Core Value One City, One Team] shares information, resources and solutions across departments; (8) [Core Value One City, One Team] asks for help early and offers it often; (9) [Core Value One City, One Team] collaborates across teams before decisions are made.



**Service First (Customer Centric):** (1)

Demonstrates commitment to public service; (2) serves and satisfies internal and external customers in a timely and effective manner; (3) establishes, commits to, and maintains high standards for producing quality work products and being responsive to customers; (4) supports the Department/City's mission; develops and executes strategies with the customer in mind; (5) [Core Value Service First] acts quickly and follows through until the job is complete; (6) [Core Value Service First] serves everyone with genuine respect, diligence and professionalism; (7) [Core Value Service First] makes decisions with the people we serve in mind.

**Respect Always (Leads Through**

**Influence):** (1) Persuades others; builds consensus through give and take; (2) gains cooperation from others to obtain information and accomplish goals; (3) works with others towards achieving agreements that may involve exchanging resources or resolving differences; (4) understands the concepts, practices, and techniques used to identify, engage, influence, and monitor relationships with individuals and groups connected to a work effort including those actively involved; (5) leads through influence over the process and its results, and those who have a vested interest in the outcome (positive or negative); (6) [Core Value Respect Always] listens with curiosity and speaks with care; (7) [Core Value Respect Always] embraces different perspectives and lived experiences; (8) [Core Value Respect Always] gives feedback constructively and receives it openly.

**Own the Outcome (Execution and**

**Results):** (1) Sets well-defined and realistic goals and high standards of performance for self and others; (2) displays a high level of initiative, effort, and commitment toward performing work; (3) completes assignments in a thorough, accurate, and timely manner, and delivers results; (4) works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior; (5) demonstrates understanding of all aspects of the job and application of accrued knowledge in carrying out duties and responsibilities; technical knowledge; skill in the techniques, equipment, procedures, and work required; (6) recognizes opportunities and takes action for improvement to programs, policies, procedures, practices, and processes; (7) understands and is able to apply the principles, methods, and tools of quality improvement; (8) collects, examines, analyzes, and interprets data from a variety of sources; (9) makes data-driven recommendations/decisions and achieves results; (10) effectively achieves results through others to achieve the Department or City's mission; (11) [Core Value Own the Outcome] takes initiative to fix it or escalates issues; (12) [Core Value Own the Outcome] follows through on commitments; (13) [Core Value Own the Outcome] speaks up when accountability is missing.





**Core Value Keep Getting Better  
(Commitment to Continuous**

**Improvement):** (1) Recognizes opportunities for improvement with regard to programs, policies, procedures, practices, and processes; (2) understands and is able to apply the principles, methods, and tools of quality improvement; (3) collects, examines, analyzes, and interprets data from a variety of sources; (4) makes data-driven recommendations/decisions and achieves results, (5) [Core Value Keep Getting Better] takes time to reflect and act on what is working and what is not; (6) [Core Value Keep Getting Better] learns from mistakes without blaming; (7) [Core Value Keep Getting Better] supports self and other's development and growth.

**Empathetic Leadership:** (1) Fosters a workplace where employees are engaged; (2) seeks to know and learn about, and respects the values, attitudes, and beliefs of others; (3) welcomes varied ideas, perspectives, and thoughts when carrying out the work of the organization and making decisions; (4) builds trust through transparency, open communication, feedback, consistency, and humility; (5) seeks to build high performing teams through practices that demonstrate a commitment to hiring the most qualified candidates; promotes advancement opportunities for all (e.g., coaching, mentoring, providing personal and professional development opportunities);

(6) resolves conflict and maintains effective working relationships with others through open dialogue, collaboration, empathy, active listening, understanding, tact, diplomacy, and professionalism; (7) treats others with fairness and dignity; (8) demonstrates emotional maturity; and (9) recognizes contributions and celebrates accomplishments.

**Business Judgment:** (1) Makes sound decisions and builds hypotheses under uncertainty; (2) leads strategic direction, and operational decision-making in volatile, complex, or uncertain business context; (3) identifies risks and develops and implements measures to avoid, mitigate, or minimize those risks; (4) makes effective, timely, well-informed, objective, and transparent work-related decisions; (5) uses resources effectively to achieve results aligned with organizational priorities; (6) applies a broad understanding of financial management/budgeting principles to ensure decisions are fiscally sound and responsible and in accordance with policies, procedures, processes, rules, regulations, and laws; (7) makes business decisions that drive positive, fiscally responsible performance; (8) manages ambiguity, business insight, financial acumen, makes decisions using data and insight that achieves the best outcome for the department and City.

**Talent Development:** (1) Provides tools, materials, equipment, and resources; (2) provides performance feedback, coaching, mentoring, encouragement, and support; (3) discusses personal and professional goals; (4) provides formal and informal learning and development opportunities that support achievement of personal and professional goals; (5) attracts and develops talent; (6) manages performance throughout the department or City; (7) sets the leadership tone for area of responsibility.

**Strategic Thinking:** (1) Thinks conceptually, imaginatively, and systematically; (2) envisions the future; (3) defines the vision, direction, and goals; (4) develops a road map for achievement; (5) anticipates change and plans for it; (6) considers long-term value and consequences; (7) influences others to achieve results; (8) understands where the organization is headed; knows the organization's mission and functions, and how its social, political, and technological systems work; (9) aligns business strategies to long-term success of the City; (10) sets the vision, direction and compelling course of action; (11) operates effectively within the systems, programs, policies, procedures, codes, ordinances, rules, and regulations of the organization; (12) knows industry and stays ahead of best practices; (13) understands the political environment, management priorities, staff roles and responsibilities, and grasps external factors impacting the organization; (14) identifies when issues need to be escalated to higher authorities and effectively alerts appropriate officials.

**Agility:** (1) Values collaboration, communication, and feedback and is flexible and open to new ideas; (2) learns rapidly and transforms learning into action; (3) examines processes and practices to perform work most effectively; (4) demonstrates courage and willingness to take calculated risks; (5) assesses readiness; proposes new approaches, methods, and technologies; (6) plans, implements, and evaluates change in a transparent, positive, and thoughtful manner; (7) exhibits emotional maturity and stability, effectively manages conflict, and remains optimistic and calm during stressful situations; (8) rapidly adapts to change and leads others through change, while producing tangible results and identifying new opportunities.





# How to Apply

**APPLY HERE**

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, October 31, 2025**.



Resume 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.cpshr.us/recruitment/2539>

For any questions please contact:  
Kylie Wilson, Principal Consultant at  
[kwilson@cpshr.us](mailto:kwilson@cpshr.us).

**CPS HR**  **CONSULTING**

## **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 will not discriminate against any applicant or employee because of race, color, religion, sex (including pregnancy, actual or perceived sexual orientation, and gender identity and/or expression), national origin, age, disability (mental or physical) and genetic information (including family medical history).