



City of Irving Job Description

Urban Development Manager

FLSA Status:	EXEMPT	Job Department:	Planning & Community Development
Job Code:	10071	Reports To (Job Title):	Planning Director

PURPOSE

To provide professional leadership to the City's current planning programs, and manage all current personnel in the assigned section. Also, to provide advice and final interpretations of the City's development codes and policies for all major external and internal stakeholders; leadership, training and advice for all City staff involved in the development review process; and final approval of recommendations, analysis and presentation of development applications to the City Council, Planning and Zoning Commission, Zoning Board of Adjustments and the City Manager's Office. Will participate as a key team member in Economic Development recruiting, relocation and redevelopment initiatives; and provide support to the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Manage the selection, training, evaluation and daily workflow of all staff in the assigned planning section of the department.
- Provide final interpretations City development codes and policies to internal and external customers.
- Represent the City in development-related meetings with developers, property owners, attorneys, architects, engineers, real estate brokers, and others to ensure development proposals maximize quality, sustainability, and aesthetics, and to ensure that such developments do not infringe on the health, safety and welfare of the general public and are aligned with the City's Strategic Plan.
- Manage and supervise the review of all zoning, platting and other development applications for consideration by the Planning and Zoning Commission and/or City Council.
- Develop and present recommendations for all zoning, platting, and related cases to the City Manager, City Council, Planning and Zoning Commission and the Zoning Board of Adjustments.
- Conduct final review and approval of the Planning and Zoning Commission meeting agenda, minutes, packet materials, and presentations, as well as, all legal public notices and legal newspaper advertisements for development cases.
- Manage the preparation of department items for City Council packets, and review all MinuteTraq agenda comments, ordinances, and attachments.
- Provide leadership and direction to transit-oriented development planning and review.
- Prepare ordinances amending the Zoning and Subdivision ordinances in consultation with the City Attorney's Office, other affected departments and outside entities
- Respond to sensitive inquiries from internal and external customers; also, respond to media and citizen questions regarding specific development applications, ordinances and policies.
- Manage high profile and complex cases; manage other development cases as needed.
- Research and write all Zoning Verification Letters; research and respond to all open records requests.
- Provide testimony regarding zoning and subdivision ordinances in legal proceedings.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as the Planning Division's lead person in administration of the Trakit software, including staff training and implementation of procedural and software updates.
- Provide research and analysis for special projects as needed.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 3 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist in administration of Division budget (between \$750,000 and \$1,000,000).

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's degree from accredited college or university in urban planning, community development, public administration or similar field of study.

EXPERIENCE

- Minimum of five (5) years in planning profession, with at least two (2) years of project management and/or personnel management experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- American Institute of Certified Planners (AICP) certification would be *strongly beneficial*.
- Valid Class C Texas driver's license, or the ability to obtain such a license.

KNOWLEDGE OF

- Planning Theory: Principles of urban planning, including trends and "best practices" regarding land use, transit-oriented development, economic development, and open space conservation/preservation.
- Federal, State and local laws, particularly those dealing with land use, zoning, subdivision of property, property rights and open records.
- General understanding of building & fire codes, as well as engineering principles, architectural design, environmental protection laws, and other development-related regulations beyond zoning and subdivision ordinances.
- Management principles and processes, including project management, personnel management, organizational management, budgeting, ethics, and customer service.

- Small group facilitation, and methods of effective presentation to a variety of groups and audience sizes, including elected & appointed officials, professional organizations and the general public.
- Statistical Methods: Principles and processes dealing with the collection, analysis, interpretation and presentation of quantitative data.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- General understanding of Geographic Information Systems (GIS) principles, including relational database construction and application, and software that implements and graphically projects the information obtained from the relational databases.

SKILLS AND ABILITIES IN

- Accountable Prioritizing and Self-Management: Managing multiple tasks on specific deadlines, exercising independent judgment and decision-making, which includes setting priorities and modifying them when appropriate.
- Conflict Resolving Negotiation: Negotiating effectively, diplomatically, and tactfully to identify, propose, and advocate compromises in order to resolve differences.
- Problem and Solution Identification: Quickly identifying issues and understanding the impact of proposals for new development / redevelopment, or changes in regulations and/or policies, and developing alternatives to address the issues.
- Applied Deductive Reasoning (in profession): Interpreting and explaining laws, policies and guidelines, and applying them to specific situations.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Public Presentation *under Duress*: Preparing and presenting concise, yet thorough, written and oral reports and responding appropriately to detailed and sometimes adversarial questions and comments in a public forum.
- Effective Supervision: Motivating, directing, and providing training and professional development opportunities to direct reports, so as to produce desired, collaborative, goal-oriented behavior.
- Active Learning: Working with new material or information to grasp its implications.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Relationship Cultivation and Management: Establishing and maintaining positive working relationships with internal and external contacts.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Inventory Management: Managing material resources, which includes finding appropriate, cost-effective ways to use existing resources and/or obtain new equipment and materials.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

- Regular interaction with City Council members, planning and zoning commission members, city manager, city attorney, and numerous department directors, managers, and professional staff. Interactions include one-on-one and staff meetings, as well as formal meetings/presentations.
- Regular interaction with private developers, engineers, architects, attorneys, residents, business owners and others involved with development proposals. Interactions include one-on-one and pre-development meetings, as well as formal meetings/presentations.
- Occasional interaction with staff and/or senior members of other organizations, such as: Chambers of Commerce, Dallas/Fort Worth International Airport, Dallas County, area school districts, homeowners' associations, and other cities and similar entities.

EQUIPMENT AND PROPERTY

Computer, printer/copier, telephone, automobile, mobile phone (w/camera).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to see, talk, and listen. Frequently, s/he is required to stand or sit for long continuous stretches of time, carry, grasp, handle, feel, lift up to 10 pounds, reach, kneel, and walk. Occasionally, s/he is required to drive a vehicle and/or lift up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Usually, a routine office environment, in which the noise level is usually quiet; however, the employee sometimes is exposed to the outdoor environment to visit a location. Additionally, in order to take pictures of project locations, the employee sometimes must walk in a moderately hazardous area for an extended period of time, and is required to wear a reflective safety vest during such duties.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.