



Title: Deputy Director of Economic Development

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Economic Development Services Director. Responsible for the management of the Site Development and Building Development Divisions to include the Development Services Counter and Building Inspections. Has direct supervision over Plans Review Supervisors, the Building Official & Inspections Supervisor and the Development Services Supervisor. Division staff include professional and para-professional full-time, part-time and contract employees.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Requires seven or more years of related experience. Experience in the Development Services arena. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Degree in Construction, Engineering or related field is preferred.
- Registered Professional Engineer (PE) in the State of Arizona upon hire.

JOB SUMMARY

The purpose of this position is to assist the Economic Development Services Director in planning, organizing, managing, and implementing the activities of the Economic Development Services (EDS) department. This includes both the Building and the Site Development Divisions that facilitate the construction of Residential and Commercial Developments within the City. Assists the Director in implementing all development resources of the department to achieve the strategic objectives set forth in the City's EDIS; fosters coordination between other City Departments and Divisions and outside agencies for the EDS Department as it relates to development projects (construction



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and design) within the City; establishes goals and objectives; manages resources; implements changes; assigns tasks and schedules; develops the budget; serves as technical advisor; resolves issues; serves a liaison between the City, community groups, and government agencies; coordinates, manages, and participates in the facilitation of complex engineering and building projects; reviews, designs, and coordinates projects for a variety of development uses (residential and commercial improvement plans from preliminary through final stages); acts in the Director's absence by attending meetings, making decisions, and providing leadership.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development. Direct reports include Plans Review Supervisors for Site and Building Development, the Building Official & Inspection Supervisor and the Development Services Supervisor.
2	Internal and External Coordination. Coordinates projects with staff, engineers homebuilders, homeowners, and developers; schedules and facilitates meetings; explains City's position; evaluates other party's needs and impacts to existing guidelines and policies; prepares letters, memorandums and reports with clearly organized thoughts to communicate technical and controversial issues; communicates with the public, city, state, and federal employees, vendors, management, consultants, contractors, and inspectors regarding review and construction process; coordinates with other City departments to ensure EDS department accurately conveys information to outside project teams regarding requirements of other departments including Utilities, Public Works, etc.; ensures outside consultants implement design requirements; explains reasoning of design requirements as needed; acts in the Director's absence by attending meetings, making decisions, and providing leadership; assists in developing and administering the department budget; analyzes trends; reads development-related documents and articles; attends related seminars to ensure department is able to provide the best development services and can respond quickly to changes in the market. Holds and organizes Development Forums with various Stakeholders at least twice per year.



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3	Site Visits and Construction Issues. Resolves construction field problems by visiting site to understand scope of problem; works with inspection staff; interprets construction drawings or specifications; analyzes issues and implications of resolution; conveys solutions to affected parties; operates a City vehicle to perform field reviews and meet with outside agencies.
4	Policy Development and Implementation. Participates in policy development and assists Director in implementing the department vision; facilitates solutions to complex problems facing the development services divisions that arise with internal or external customers.
5	Development Plan Review. Determines upon receipt of project, approach to be taken for completion, elements assigned to other staff, divisions, and departments; in conjunction with Site Development Plan Review Supervisor, reviews construction plans for grading, paving, sewer, water storm drains, dry utilities, retention basins, drainage structures, street improvements, retaining walls, etc.; in conjunction with Building Plan Review Supervisor, reviews designs for residential production and custom homes, residential additions, pools, solar, commercial tenant improvements, and new commercial building; reviews master water, sewer, drainage, and transportation reports for compliance with City requirements; discusses technical issues / designs with internal staff and external professionals; interprets technical information (plans and reports) and responds to inquiries; ensures compliance with standard operating procedures within the City and with all applicable federal, state and adjacent city regulations.
6	Building Board of Appeals. Responsible for the Building Board of Appeals and is the representative for the Board at the Policy and Appointments Subcommittee.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and safety vest.