

**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title: Development Services Director**  
**Job No: 24-06-509-04**  
**Department: Development Services**  
**Classification: Exempt**  
**Job Type: Full-time**  
**Salary Range: \$90,000.00-\$100,000.00-annually (DOQ)**  
**Posting Dates: UNTIL FILLED**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

**GENERAL SUMMARY**

This position reports directly to the Mayor and is responsible to the Council through the Mayor for all activities related to the Development Services Department which includes the Planning, Public Works, and Building Services divisions. The Director of Development Services which also serves as the Planning Director for the Town of Horizon City administers all actions of the Development Services Department in accordance with the City Charter and the Laws of the State of Texas. The Director of Development Services administers the Development Services Department personnel policies in accordance with City Ordinances pertaining to all City employees.

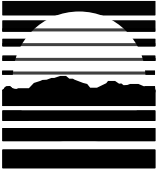
**SUPERVISION**

General supervision is provided by the Mayor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plans, develops, organizes, and implements policies and strategies for planning, permits and inspections, public works, and code enforcement through subordinate management staff.
2. Provides administrative direction and supervises assigned personnel.
3. Manages the City's Capital Improvement Program.
4. Responsible for matters involving zoning, planning, and platting within the City and its ETJ.
5. Oversees the updating and maintaining the City's master plan, major thoroughfare plan, ETJ boundaries, and other City maps
6. Completes activities pertaining to annexation of property.
7. Develops short- and long-range plans for the Town of Horizon City.
8. Advises the City Council, Board of Adjustments and Zoning Commission on matters relating to the Development Services department.
9. Represents the City on various regional planning and development related boards and committees.
10. Attends, prepares, and presents pertinent matters at Council, Board and Commission meetings.
11. Provides technical advice and assistance to citizens, contractors, staff, and elected officials.
12. Research information and analyzes data as requested and/or needed.
13. Coordinates Development Services Department activities with other City Departments and external entities.
14. Conducts field checks to verify correctness of data.
15. Reviews and evaluates various reports and studies. Maintain project files and records.
16. Interprets, explains, and enforces city policies and procedures, building and land development code specification and ordinances.
17. Studies procedural, ordinance, and charter changes to remain current in job practices.

"An Equal Employment Opportunity Employer"



**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title: Development Services Director**  
**Job No: 24-06-509-04**  
**Department: Development Services**  
**Classification: Exempt**  
**Job Type: Full-time**  
**Salary Range: \$90,000.00-\$100,000.00-annually (DOQ)**  
**Posting Dates: UNTIL FILLED**

18. Identifies budget needs for the Development Services Department. Develops, presents, administers, and manages and controls budget expenditures allocated to the Department. Ensures that adequate internal control systems are developed and operative so that the resources of the City are efficiently utilized and managed.
19. Prepares applications for and manages agreements related to grants that may become available to the City.
20. Seeks, evaluates, and recommends the purchase of property for City needs.
21. Performs additional duties as assigned by the Mayor.

**MINIMUM JOB REQUIREMENTS**

**EDUCATION**

Bachelor’s degree in urban and/or regional planning, urban design, business or public administration, architecture, engineering, or a related field.

**EXPERIENCE**

At least Five (5) years of experience in planning related work experience, including minimum of two (2) in a managerial role. A combination of education, training and experience in related field may substitute for experience.

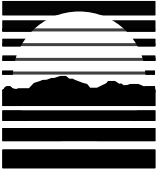
**LICENSES AND CERTIFICATES**

A valid Texas Class “C” Driver’s License or equivalent from another state.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles of community and urban planning.
- Knowledge of federal and state laws relating to planning and urban development.
- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Ability to read and interpret literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Skilled in collecting, tabulating, and analyzing demographics statistics
- Skilled in working under the pressure of rigid and/or short work cycle. Skilled in prioritizing tasks and/or work assignments. Must be able to maintain confidentiality.
- Application of comprehensive knowledge of administrative, budgetary, and managerial policies and procedures applied to development services operations.
- Ability to provide clear, concise oral and written communication to prepare and present comprehensive reports to Mayor and Council, businesses, and the general public.
- Ability to explain and enforce City policies.

“An Equal Employment Opportunity Employer”



**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title:** Development Services Director  
**Job No:** 24-06-509-04  
**Department:** Development Services  
**Classification:** Exempt  
**Job Type:** Full-time  
**Salary Range:** \$90,000.00-\$100,000.00-annually (DOQ)  
**Posting Dates:** UNTIL FILLED

- Ability to exercise good judgment, tact, and diplomacy in all public dealings.
- Ability to speak to and maintain public confidence and interest.

**Other Job Characteristics:**

- 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.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to frequently lift and/or move up to ten (10) pounds. The employee is occasionally required to walk, sit, talk, or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to focus.
- The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job. The noise level in the work environment is usually quiet.
- Light physical demands; frequent use of a personal computer and standard office equipment; travel to various work and meeting locations.
- Occasional exposure to irate individuals.
- Work is often performed in a standard office environment but may also require traveling to various locations with exposure to all weather and traffic conditions, odors, fumes, gases, and dust.
- Frequent extending keyboarding activity related to data entry, research, and retrieval.
- Occasional work beyond normal business hours, holidays, and weekends, and responding to customer issues.
- Regular attendance is an essential function of this job to ensure continuity of service.

To apply please submit a Resume along with the [Horizon City Application for Employment](http://www.horizoncity.org/human-resources/) and for additional found in the following website at <http://www.horizoncity.org/human-resources/> and email to: [jobs@horizoncity.org](mailto:jobs@horizoncity.org).