



HUMAN RESOURCES DEPARTMENT

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POSITION DESCRIPTION

Director of Development Services, City of Missoula

Regular, Full-time, Non-union, Exempt

Position Summary: With a high degree of independence, provides leadership to the Department of Development Services for the City of Missoula, promoting quality residential, commercial and business development through the efficient and responsive application of building and land use code and the delivery of permitting and licensing services.

Essential Duties and Responsibilities:

(The following list of duties and responsibilities is not all-inclusive)

- Develop, in collaboration with the Mayor and Chief Administrative Officer, the strategic plan for the department, including assessing necessary service levels, organizational structure and priorities.
- Implement regulatory and process reforms that align development to the City's strategic goals
- Create a collaborative environment and partnerships with the development community to advance projects that align with the City's strategic goals
- Represent the Development Services Department in meetings with City officials, intergovernmental groups, community organizations, developers, and other members of the community.
- Work closely with the Mayor and Chief Administrative Officer to advocate for and plan budgetary needs and priorities that support the departmental and City mission and strategic plan.
- Ensure departmental alignment with City priorities and strategic direction.
- Establish and maintain a healthy and supportive working environment for employees.
- Effectively lead the management team in a collaborative manner.
- Plan and oversee, in partnership with other department heads and external representatives, interdepartmental projects, which encompass a wide range of development, municipal planning, engineering, code compliance, permitting, land use and building projects.
- Analyze relevant data and information, legislation, and court cases to determine, in cooperation with the City Attorney, legal and/or regulatory impacts to the department, City, and community. Develop appropriate responses and implementation plans, as necessary.
- Participate in local, state and regional boards and commissions; participate as a member of the Administrative Leadership Team and Senior Management Team to provide input and advice regarding city operations, implementation of Council directives and the formulation of City policy.
- Perform other duties of a similar nature or level as required by management to meet the needs of the department.

Knowledge, Skills and Other Characteristics:

- Familiarity with and ability to gain proficiency in applying advanced, progressive principles and standards for all aspects of municipal planning and development.
- Ability to gain, upon hire, thorough knowledge of the Montana Code Annotated, Federal regulations, and the Missoula Municipal Code pertaining to building, development, municipal planning, and engineering services.
- Comprehensive knowledge of and experience in effective leadership principles and practices.
- Demonstrated strong analytical and problem solving skills.
- Proven negotiation and collaboration abilities.
- Proven exceptional communication skills and abilities.
- Proven ability to develop and maintain effective working relationships with elected officials, employees, other community organizations and governmental agencies, the business community, and other members of the community.
- Proven experience applying complex regulations to ambiguous situations.
- Proven ability to identify change that will result in improved service and efficiencies and provide leadership to accomplish such change.
- Proven experience applying the concepts, theories, principles and practices of public administration.
- Demonstrated experience applying the principles and practices of budgeting and financial management in a complex organization.

Qualifications:

Bachelor's degree in urban planning, public or business administration, economics, architecture, engineering or closely related field, Master's degree preferred and eight years of progressively responsible administrative and managerial experience in relevant field, with at least three years of management level experience. Equivalent combination of education and experience considered.