

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 255
SALARY GRADE: 17
EFFECTIVE: 08/17/17**

CHIEF DEVELOPMENT SERVICES OFFICER

Definition

Under direction of the Mayor, the Chief Development Services Officer is responsible for oversight of the Airport, Building & Permits, Economic Development, Planning & Zoning, Property Standards and Animal Control.

Equipment/Job Location

Main job duties performed in office environment with occasional out-of-doors work. Equipment utilized includes various office machines, telephones, etc.

Essential Functions of the Job

1. Manages, plans, monitors and directs the delivery of Development Services with the mission of providing the highest quality, predictable and transparent services possible.
2. Coordinates and directs the attraction, processing and approval of private development, by subordinate staff to include, zoning entitlement, and private construction for the determination of code and ordinance compliance.
3. Coordinates and directs property standards, apartment licensing and zoning enforcement of existing properties, by subordinate staff. Directs investigation of complaints, determining possible code violation and action needed to secure compliance, performs follow-up to determine whether corrective action has been taken and reports continued non-compliance for legal action.
4. Interprets applicable laws and regulations for developers, design professionals, contractors, owners, and other principals.
5. Develops and administers department and divisional policies and procedures; reviews existing codes, ordinances, licensing provisions and appeals processes. Recommends appropriate changes to coordinate divisions, improve processes and modify regulations to continuously improve Aurora's image. Implements department wide process improvements to increase predictability, accountability, consistency and transparency.
6. Prepares and maintains requisite correspondence, records and reports; attends a variety of hearings and meetings.
7. Attends and participates in City Council meetings and various boards and committees, representing the department and providing technical information. Acts as advisor and

DIRECTOR-DEVELOPMENT SERVICES

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liaison to City Council, Chambers, Stakeholders and Neighborhood groups with respect to all departmentally administered codes and ordinances.

8. Prepares the departments strategic plan and goals, monitors progress and modifies the divisional work plans to achieve the strategic plan and goals. Prepares requisite records and reports of department and divisional activities in support of the administrations goals.
9. Appears in court, providing relevant testimony, as required.
10. Acts as a champion of Aurora's development reputation; in order to promote Aurora as a Regional/State Development Leader in; innovation, expertise, transparency and communication tools.
11. Demonstrates and implements; superior customer service processes, integrity, and commitment to innovation, efficiency, and fiscal responsibility.
12. Emergency Operations Center participant with a leading role in damage assessment.
13. Performs other duties as required or assigned.

Required Knowledge and Abilities

Requires thorough knowledge of principles and practices of municipal planning and the laws and ordinances affecting planning, development, zoning, economics, engineering and municipal finance.

Requires thorough knowledge of applicable housing and construction codes and ordinances.

Requires extensive knowledge of modern principles and practices of architecture, and building construction.

Requires extensive knowledge of electrical, heating, cooling and plumbing systems.

Requires ability to interpret, explain and enforce equitably city building codes and ordinances.

Requires ability to direct and supervise the activities of subordinate personnel.

Requires ability to coordinate and administer division activities.

Requires ability to read legal descriptions and draft code changes.

Requires ability to testify in court accurately and succinctly.

Requires ability to read building plans and blueprints.

Requires ability to communicate effectively both verbally and in written form.

Requires ability to establish and maintain satisfactory working relationships with public officials, professionals, employees and the general public.

Qualifications for Hire

Requires a bachelor's degree with coursework in areas such as public administration, planning, engineering, architecture, environmental health, or closely related field.

Requires ten years progressively responsible experience in planning, building construction, code enforcement, or related field with five-years of supervisory experience.

Certification by the American Institute of Certified Planners (AICP) and ICC Certified Building Official certification preferred, but required within 6 years of hire.