DEPUTY CITY ADMINISTRATOR FOR DEVELOPMENT

POSITION SUMMARY

The Deputy City Administrators will consult with one another and/or the Executive Team and act on behalf of the City Administrator in his absence. This is an executive position and is a member of and participates in a variety of local and state organizations and interacts with the public on a regular basis. It is responsible for the City's development, building and infrastructure expansion duties and oversees the City's Engineering, Planning, and Building and Codes Departments. This position provides expert advice, strategic planning, and problem solving for complex City matters, including but not limited to capital improvement planning, NDDOT Urban Roads programming, comprehensive planning, municipal infrastructure construction standards, site planning, trail development, urban forestry planning, budgeting and forecasting, permitting, environmental regulatory compliance, legislative presentations and media outreach.

RESPONSIBILITIES

Essential Duties (6D):

- Supervises the Engineering, Planning, and Buildings and Codes divisions.
- The Deputy City Administrators will consult with one another and/or the Executive Team and act on behalf of the City Administrator in his absence.
- Represents the City and presents at various community events, public meetings and gatherings, committees, and conferences.
- Responsible for the City's development and infrastructure (Engineering, Planning and Buildings & Codes) policies and the accuracy of its financial statements.
- Provides expertise and direction for Boards and Committees including, but not limited to Planning and Zoning, Board of Adjustments, Special Assessment Committee, Oil and Energy Committee and Urban Forestry Committee
- Represents the City in meetings with other boards and committees including but not limited to the, Southwest Water Authority, Dickinson Airport Authority, and Stark County Planning and Zoning
- Responsible for the preparation and implementation of the capital improvement program. This includes developing and prioritizing projects, selection and managing consultants, and creating and monitoring budgets. s.
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- Responsible for Construction oversight of all permitted construction.
- Responsible for periodic review and revision of Dickinson Municipal Code and City policy relating to zoning, subdivision, construction, building and activities in the City's right of ways.
- Responsible for the operating and capital budgets of the Engineering, Planning and Buildings & Codes departments Works with City Administrator and City management to plan, project operating costs, and capital infrastructure costs.

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- Represents development and infrastructure budget proposals to City Administrator and Commission and participates in budget hearings.
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- Responsible for government reporting and compliance with State and Federal laws and regulations.
- Ability to work in a constant state of alertness and safe manner.
- Performs other duties of a similar nature or level as assigned.

Knowledge of:

- Municipal, residential and commercial construction principles and practices;
- Engineering principles and standards;
- Building Codes
- Urban Planning
- Budgeting and Government funding programs;
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Skills and Abilities:

- Leadership and management;
- Speak and present publicly; to include hearing, vision, and clear speech;
- Communicate effectively both orally and in writing, Negotiating;
- Think strategically and exercise considerable initiative and independent judgment;
- Interact successfully with individuals and groups both from within the City and outside the City;
- Use a variety of office equipment, computer software applications and related applications;
- Knowledge of and ability to use Geographic Information System.

Judgment/Decision Making (5D):

- Develops, along with others, strategic direction, goals, plans and policies for the City.
- Sets broad objectives and is accountable for overall results in Engineering, Planning and Buildings & Codes
- Makes decisions on matters of significance; requires a high degree of independent judgment and critical thinking skills.

RELATIONSHIPS

Leadership/Supervisory Responsibilities (5D):

- Responsible for the overall direction of Engineering, Planning and Buildings & Codes Departments through respective managers or supervisors.

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- This position reports to the City Administrator and will act on behalf of the City Administrator as assigned.

Relation to Others (5D)

- High-level contact with others in key positions within the City, community, business leaders, media and other dignitaries at local, state or federal level.
- Handles highly sensitive information.
- Ensures problem resolution identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication may be one-on-one, small or large group presentations to residents, staff, and other local and state officials.
- Is authorized to have communication with the media and will make statements to media per policy.

SKILLS

Education (7D) and Experience (6D):

- Bachelor's Degree in Engineering, Construction Management, Architectural Design, Architectural Drafting Community Planning, Public Administration, Engineering, Geography or related field,
- Public Administration will be considered.
- Eight years of progressively responsible municipal development and infrastructure experience, preferably in a similarly sized municipal government with three years in an administrative or supervisory capacity or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License; ND license must be obtained within 150 days of hire

WORKING CONDITIONS

Environment (1D):

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed primarily within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or

standing in one location much of the time. Some stooping, lifting or objects of light weight may be required.

- Work related travel is expected.

Classification: Class VI, Grade 11 (1200 points)
FLSA: Exempt
Created: 11/07/2016
Approved by CSC: 12/08/2016
Approved by City Commission: 12/19/2016