

# ASSISTANT CITY MANAGER FOR DEVELOPMENT SERVICES

**POSITION: 11211**

**SALARY GRADE: A 70**

**EXEMPT**

**General Statement of Duties:** Under general direction, plans, directs, supervises and evaluates overall development and planning functions of the City of Kingsport to promote and maintain orderly, integrated economic development.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

## **Examples of Work: (Illustrative Only)**

- Plans, directs and evaluates operations of the Building, Planning, Geographic Information Services, and Transportation areas to ensure the integration of services in accordance with established goals and objectives;
- Analyzes development projects/plans to ensure the integration with overall community development goals;
- Reviews a variety of projects to ensure compliance with state, city and federal ordinances, regulations and guidelines.
- Provides information, analysis and explanation to a variety of public in response to complaints, concerns or issues, reviews decisions;
- Acts as local coordinator for Tennessee Department of Transportation to assist facilitate and ensure compliance of city projects;
- Manages the Metropolitan Planning Organization, serves on the administrative staff of the MPO.
- Plans, directs and supervises operational activities of the Transportation area including Traffic and Transit departments; initiates traffic studies to ascertain the impact of development projects/community growth to current carrying capacity;
- Reviews zoning ordinances changes including historical designations, flood districts, and redevelopment areas to facilitate the orderly, integrated community development process; reviews designs of major development projects to ensure compliance with applicable ordinances and the City's overall community development plans;
- Works closely with Chamber of Commerce and citizen action boards.
- Manages and supervises subordinate personnel for adherence with established goals, objectives and standards;
- Identifies and establishes objectives and schedules;
- Reviews operational and budgetary plans of subordinates;
- Develops, monitors and presents overall departmental annual operating and budget plans;
- Prepares and presents a variety of reports to the City Manager and Board of Mayor and Aldermen.
- Performs other duties as assigned.

**Required Knowledge, Skills, & Abilities:** Knowledge of City of Kingsport codes, ordinances and laws; Knowledge of Tennessee Code Annotated; Knowledge of the principles and theories of community development; Knowledge of general management principles and practices, including budgeting, policy / procedure development, and personnel supervision / management; Knowledge of the principles and techniques for traffic control/planning; Skill in establishing and maintaining effective working relationships with City officials, business owners/managers, contractors, other State and Federal

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officials/agencies and the public; Skill in developing and implementing a variety of short and long term community development plans; Skill in analyzing and evaluating a variety of projects to determine the impact and effect on the City's overall development plans as well as compliance with applicable zoning codes and ordinances; Skill in preparing and presenting complex, technical reports and information for many different audiences with varying levels of understanding and priorities; Skill in working effectively in an environment subject to frequent interruptions and changing priorities.

**Acceptable Experience and Training:** Master's Degree in Public Administration, Urban/Municipal Planning or closely related area with experience equivalent to ten years full time planning work including responsibility for transit/traffic control, at least one of which includes supervisory/managerial/administrative responsibilities.

### ADA REQUIREMENTS

**Physical Requirements:** Task involves some physical effort i.e., some standing and walking, or frequent light lifting (5-10 lbs.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a typewriter or keyboard.

**Environmental Requirements:** Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Sensory Requirements:** Task requires sound perception and discrimination; task requires visual perception and discrimination; task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.