



# DIRECTOR OF CODE SERVICES

## City of McKinney, TX





## About McKinney, TX

McKinney is unique by nature. Located on the northeastern corner of the Dallas-Fort Worth Metroplex and the county seat of Collin County, McKinney's is one of the fastest-growing communities in North Texas with a build-out population of more than 350,000. The uniqueness of McKinney is embodied in the spirit of the community: thriving historic downtown, cultural diversity, charming neighborhoods, business-friendly environment and natural assets.

McKinney's culture and recreation scene is as unique as the rest of the community. We offer a rich combination of family-fun events, a vibrant arts scene, parks and open spaces and a historic past living seamlessly with a vibrant future. City events and programs present a broad spectrum of cultural and recreational opportunities that enrich the quality of life for residents and visitors.

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to have a hand in the development of one of the fastest growing communities in the nation. In 2014, our community was named "The #1 Best Place to Live in America." Although proud of that honor, everyone on our team is committed to making McKinney an even better place to live, work and raise a family. That's why we exist.

# Recognitions

- Named on the Top Workplaces USA list by USA TODAY 2024
- Quality of Life Award by the McKinney Community Development Corporation, 2023
- McKinney Ranked Second Safest City in the U.S. for 2022; SmartAsset
- The #1 Best Place to Live in America, 2014



# City Government

The McKinney City Council has seven members. Four council members are elected to single-member districts, and two council members and the mayor are elected at large. City Council generally meets twice a month.

# Our Core Values

City of McKinney employees work hard and at a very fast pace. However, we also look after and support one another. All of us are guided by four employee-inspired values – Respect, Integrity, Service, and Excellence (RISE). We are also supported by servant-based leaders who foster and support a healthy, family-oriented culture. All new employees are expected to embrace and live by our core values and commit to helping us sustain our exceptional work environment as a high performance organization (HPO).

# The Position

The Director of Code Services serves as the public face of the Code Services Department and oversees the provision of animal services, code compliance, and health compliance services. The Director is tasked with leading a fast-paced department comprised of primarily administrative and field staff in a rapidly changing environment which mandates a focus on timely, thorough, and error-free results. The Director is ultimately responsible for overseeing all functions of the department including, but not limited to the professional development of staff, enforcement of city codes, and the provision of services that help to preserve the quality of life that McKinney residents have come to expect.

# Duties, Functions, and Responsibilities

- Provides oversight and strategic direction to the operations of Animal Services, Code Compliance, and Health Compliance through policy and procedure development, presentation of ideas, and leading the process of staff development.
- Direct and manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations.
- Utilize data and other analytical information to improve efficiency, manage resources, improve services and improve decision-making.
- Compiles or monitors administrative and/or statistical data pertaining to department operations and activities: analyzes data and identifies trends; summarizes data and prepares reports.
- Oversees the preparation of reports and making public presentations and testifying in court as necessary.
- Maintains active communication with staff to ensure enforceability of new codes and ordinances.
- Manages direct staff members, including assigning work, evaluating performance, coordinating training, managing schedules and leave, assisting with the direction of other unit employees, and responsible for interviewing and hiring with emphasis placed on employee to provide high quality customer service.
- Makes presentations relating to animal services, code compliance, and public health and environmental quality control to various groups including but not limited to, City Council, citizen groups, etc.
- Periodically serve as a liaison or department representative for, present cases to, and oversee the department's interaction with a number of boards, commissions, and other public groups including, but not limited to the City Council, the Building and Standards Commission, and the Animal Services Advisory Commission.
- Maintains current knowledge of relevant practices and trends in the fields of animal services, code compliance, and health compliance including communicating information to members of staff.
- Uses strong relationship-building and problem-solving skills to resolve customer complaints and inquiries
- Accountable for preparing annual department budget projections and maintaining the budget in a fiscally responsible manner.
- Possess a strong vision for how the Code Services Department integrates with the City of McKinney; communicates and inspires others to work towards this vision.
- Manage the follow-through for City Council and Board/Commission decisions.
- Ensure compliance of policies, procedures and services with related City Ordinances and State Law.
- Represent the City on multi-agency committees.



# Knowledge, Skills, and Abilities

- Knowledge of processes, techniques, and strategies for obtaining positive media coverage.
- Knowledge of the theory, principles and techniques of the planning profession and development process.
- Knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of relevant topics.
- Extensive knowledge of customer service and public relations techniques.
- Knowledge of budget projection, development, management and justification practices and procedures.
- Skill in resolving customer complaints and concerns.
- Skill to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.



## Education and Experience

A Bachelor's degree is required in Biology, Chemistry, Public Health with technical emphasis, Public Administration, Law Enforcement or a related field, in addition to a minimum of seven (7) years of increasingly responsible related experience, including at least two (2) years of supervisory experience. A Registered Professional Sanitarian, Registered Code Enforcement Officer Certification, and/or Animal Control Certifications is strongly preferred. An equivalent combination of training, experience, or education may be considered.

## The Ideal Candidate

The ideal candidate should be an innovative, professional leader, with extensive experience in residential and commercial building codes, permits and inspections in addition to knowledge and experience in the oversight and strategic direction of animal services, code compliance, and health compliance operations. The ideal candidate should have knowledge of federal, state and local laws, and be able to thrive in a fast-paced, and sometimes stressful environment.

The ideal candidate should have experience in building and maintaining professional relationships with City Council, City Management, various commissions and boards, federal, state and local agencies, internal staff, and within the community.

The ideal candidate needs to be a creative leader with strong coaching and mentoring skills to motivate and inspire staff to strive for excellence. Advanced customer service experience, resolving customer complaints and concerns, public relations techniques, written and oral communication skills, and presentation skills are imperative.



# Salary

The City of McKinney is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

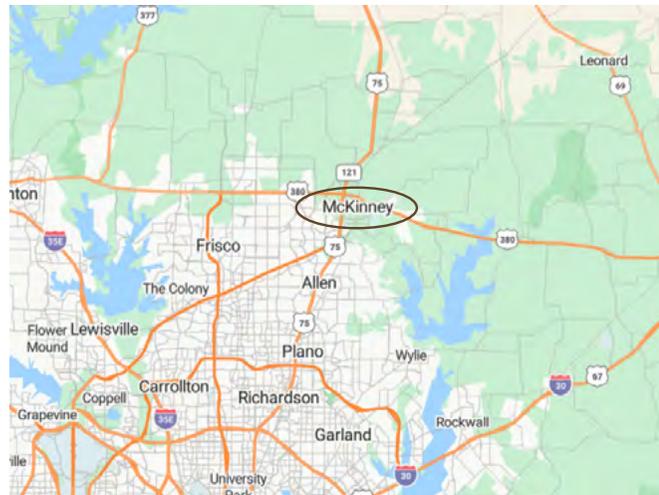
## How to Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: MTXCODE

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of McKinney is an equal opportunity employer (EOE) committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.*