

Director of Planning and Development Services

City of San Angelo, TX



ABOUT SAN ANGELO, TX

San Angelo is in the Concho Valley, a region of Texas between the Permian Basin to the northwest, Chihuahuan Desert to the southwest, Osage Plains to the northeast and Central Texas to the southeast. This geographical crossroads – plus the confluence of the three branches of the Concho River – has created a unique and special place in North America. A virtual oasis, San Angelo is home to three lakes, as well as the beautiful Concho River, which runs through the heart of the city.

San Angelo's 100,000 residents take pride in Angelo State University, Goodfellow Air Force Base, the International Waterlily Collection, excellent medical facilities and many cultural events. The versatile San Angelo State Park helped the city earn the number two spot on Livability.com's Top 10 Great Places to Ride a Bike. The Concho River Walk has been designated one of five Great Public Spaces on the American Planning Association's annual Great Places in America list.

San Angelo has consistently been ranked as one of the best small cities for business and employment. In 2015, San Angelo was named one of the top 25 cities to retire in by Forbes Magazine. San Angelo also ranked as one of the best cities for veterans in 2016 by Livability.com. Recently, San Angelo made another Forbes Magazine listing as one of the best small places for businesses and careers in 2019.

San Angelo offers a delightful mixture of arts and culture of West Texas, from a sophisticated symphony that showcases artists such as the Vienna Boys Choir to country and western music, to a civic ballet whose students regularly earn spots at top national dance academies to the folk dances of Mexico. Patrons enjoy live theater at the state's longest-running theater, Angelo Civic Theatre and on the Angelo State University campus. The Chicken Farm Art Center displays works by visual artists of all media, and the San Angelo Museum of Fine Arts, a world-class museum that received the prestigious National Museum Service Award, houses continually changing exhibits by artists from Texas and around the world. Also native to the Concho Valley is the San Angelo Stock Show and Rodeo, which began in 1932, making it one of the longest-running rodeos in the world.



CITY GOVERNMENT

The City of San Angelo has a Mayor-Council form of government made up of a Mayor and six Councilmembers. The Mayor and Council serve a term of four (4) years, but no more than eight consecutive years, excluding service for any partial term. The City Council addresses issues such as public safety, infrastructure, taxation, economic development, parks and recreation, housing, and urban planning. Additionally, they are responsible for setting San Angelo's annual budget.

The City Manager serves as the chief executive officer for San Angelo's municipal government and is the staff liaison to the City Council.



THE POSITION

The Director of Planning and Development Services directs the department through effective planning, staff management, and resource allocation, and assures services are provided in alignment with the City's goals, and in compliance with state and Federal regulations.

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT

While many cities are defined by large, iconic buildings, San Angelo distinguishes itself with vibrant neighborhoods. San Angelo's strength, diversity and vitality are all rooted in its neighborhoods, where pride and cultures are cherished and celebrated. Although each neighborhood has its own personality and distinct appeal, all of the neighborhoods demonstrate San Angelo's rich West Texas history, heritage and diversity.

The Planning & Development Services Department is responsible for preserving and maintaining San Angelo's historic, diverse neighborhoods by facilitating orderly growth and development. The department is comprised of the following divisions.

- *Development Services*: responsible for the direction and administration of the Planning & Development Services Department. Additionally, this group provides direct support to the Tax Increment Reinvestment Zone (TIRZ).
- *Planning*: assists and guides citizens and City leaders toward more productive, orderly and attractive patterns of physical and economic development that enhances the quality of life in San Angelo.
- *Building Permits and Inspections*: assists the public with various development-related projects through permitting and inspection services, as well as achieving compliance with applicable codes through education and customer service.
- *Geographic Information Systems (GIS)*: administers city-wide geographic information used for decision making by city departments and the general public.



EDUCATION AND EXPERIENCE

Qualified candidates will have a Bachelor's Degree in Urban Planning, Architecture, Business or Public Administration, or a related field, and five years' experience in planning and development program management. An AICP Certification is highly preferred. An equivalent combination of education, training and experience will be considered.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Plans, organizes, directs and evaluates programs, staff and operations, including permits, building inspections, planning, and Geographic Information Systems; monitors Department operations to identify and resolve problems.
- Meets regularly with staff to discuss and resolve workload and technical issues; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Provides leadership, direction and guidance in operational priorities; analyzes community needs, and develops long-range plans, priorities, and resource requirements.
- Plans, organizes, implements and oversees operations and public programs; assures the level of services keeps pace with customer needs; assures compliance with state and Federal regulations.
- Serves as the principal advisor to the City on Department programs and technical issues; develops and implements plans and policies to meet goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects.
- Reviews and approves applications, agreements, plans and reports of activities; reviews planning project work papers; coordinates the City plans with regional agencies.
- Assures effective communication and coordination of issues and strategies with other City departments and regional organizations; serves as a liaison with various local and regional organizations, boards and commissions to coordinate projects, funding and operational issues.
- Analyzes Department financial and resource information; develops and manages budgets and expenditures; manages the collection, analysis and reporting of administrative, operational and financial data; reviews, approves and submits administrative, technical and analytical reports.



KNOWLEDGE, SKILLS, AND ABILITIES

Required Knowledge of:

- City organization, operations, policies and procedures.
- Principles, practices and procedures of urban planning, community development, zoning regulation, building safety, code enforcement, and engineering.
- Federal, State and local laws, rules and regulations affecting planning, zoning, code enforcement, community development and community housing rehabilitation.
- Techniques and practices for effective, efficient and cost effective management of allocated resources.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Principles and practices of government project management.
- Principles and practices of information technology management and systems integration.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines
- Interpreting and applying department standards and City policies and ordinances.
- Presenting and defending P&D reports and information in public hearings and neighborhood meetings.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.





REQUIRED LICENSES

- Must possess a valid Texas Driver License with a good driving record. Applicants with an out-of-state driver license must provide an original certified driving record from the state of driving.

IDEAL CANDIDATE

The ideal candidate will have municipal experience in planning, inspections, permitting, land use, comprehensive plans, knowledge of GIS, Tax Increment Reinvestment Zone (TIRZ), and Tax Increment Finance (TIF).

The ideal candidate will need to have experience in building and maintaining a broad spectrum of partnerships with the City Manager, Council, department heads, other planning & development agencies, and the community to ensure that a common vision is enacted and supported.

The ideal candidate will be a strategic, data driven leader with experience setting a positive example of competence, professionalism, energy, and integrity. Effective communication along with strong collaboration, problem solving, and team building skills will be essential. The ideal candidate must have the capacity and interest to be an effective mentor for staff.

SALARY

The City of San Angelo is offering a competitive salary commensurate range between \$150,000 - \$175,000 based on experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

HOW TO APPLY

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: SADPDS

Affion Public

PO Box 794

Hershey, PA 17033

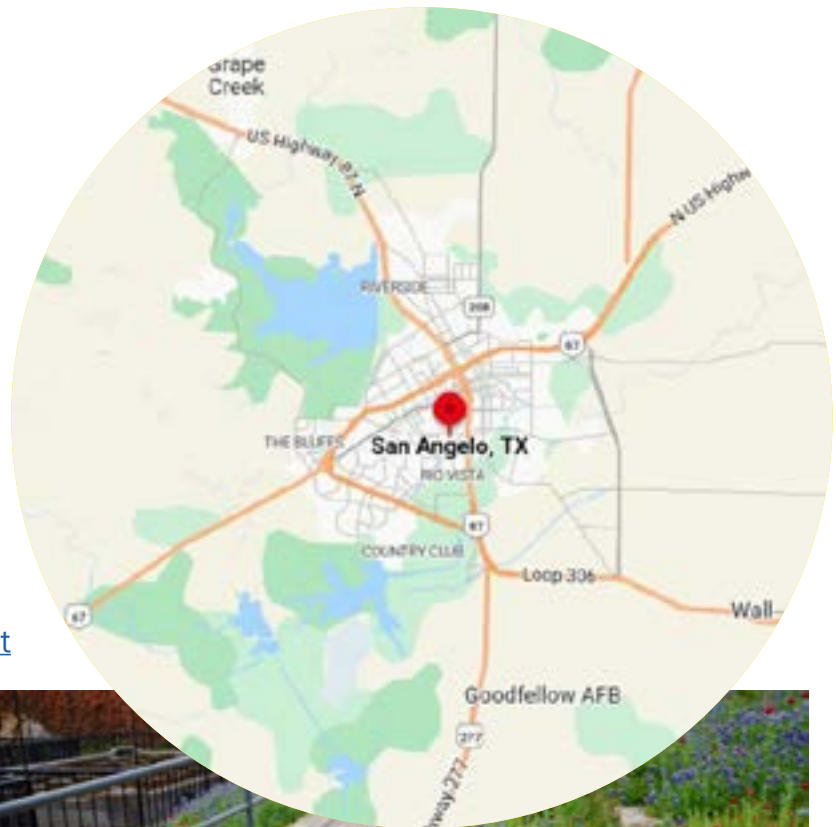
888.321.4922

www.affionpublic.com



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