

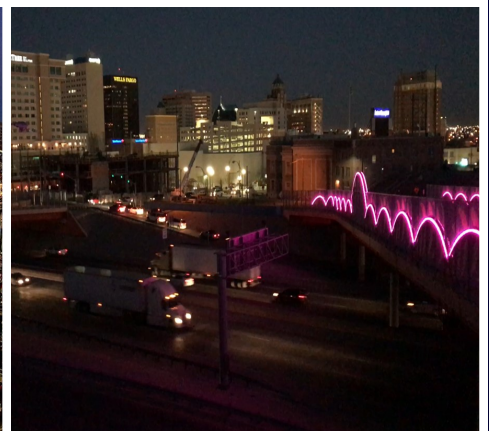
CITY OF EL PASO, TX



CITY OF
EL PASO

DIRECTOR OF PLANNING AND INSPECTIONS

300 N. Campbell, El Paso, Texas 79901





The Community

El Paso is located in far west Texas and on the border with Mexico and is known for being a leader in international trade. The City is home to more than 683,000 people making it the 19th largest city in the United States. Together with its sister city, Ciudad Juarez, the area comprises the world's largest international metroplex, with a population of approximately 2.7 million making El Paso a thriving international city that plays a key role in world trade, manufacturing and distribution while serving as a regional center for health care, higher education and the cultural arts.

The City is not only a great place to work but to live as well. El Paso is America's Safest City among cities over 500,000 population. The weather with more than 300 days of sunshine a year is perfect for any outdoor lover. The City offers a variety of parks and recreation activities, outdoor music concerts and cultural events. If that's not enough, the City provides the perfect setting for rock climbing, hiking and biking at the Franklin Mountains State Park. El Paso also offers a diverse and rich culture that is clearly a reflection of its history and the great people that have called the City, "home". El Paso is also home to Fort Bliss, the U.S. Army's second largest military installation and a vital part of the City's economy. Other pillars of El Paso's economy include the University of Texas at El Paso and the Medical Center of the Americas, which houses the only four-year medical school located on the U.S./Mexico border.

Accolades

- #5 Top Places to Retire (U.S. News & World Report, November 2017)
- Top High-Performing City (Governing and Living Cities, 2017)
- #29 Best Places to Start a Business- (WalletHub, May 2017)
- #76 Best Places to Live in the U.S. (U.S. News, January & June 2017)
- One of the nation's Best Large Cities for families- (Apartment List, January 2017)
- #4 Best Place to Live if You Love the Outdoors (US News, July 2016)
- #16 America's Top 20 Best Value Cities (Trivago, 2016)
- #9 20 Best Places to Live in the U.S. for Quality of Life- (US News, June 2016)
- #16 Top 20 Metro Areas to Start a Business in America list (CNBC.com, August 2016)
- #1 Lowest Crime Rate in the U.S. for a Population of 500,000 and Over for the 5th Year in a Row (FBI-Crime in the United States by MSA 2015, November 2016)

Government

The City of El Paso operates under a council-manager form of government. This system combines the political leadership of elected officials, in the form of nine Council Members, including the Mayor, with the strong managerial experience of an appointed local government manager. All power is concentrated in the elected council, which hires a professionally trained manager to carry out its directives and oversee the delivery of public services.

- *Mission:* Deliver outstanding service to support a high quality of life for residents, businesses, and visitors.
- *Vision:* El Paso will have safe and beautiful neighborhoods, a vibrant regional economy, and exceptional recreational, cultural, and educational opportunities.
- *Values:* Integrity, Respect, Excellence, Accountability, People - The City's website is here to help you learn about the City government that serves you and to provide information on a variety of services such as how to apply for a job, pay traffic tickets and water bills or to simply find out about events happening in El Paso.

The Position

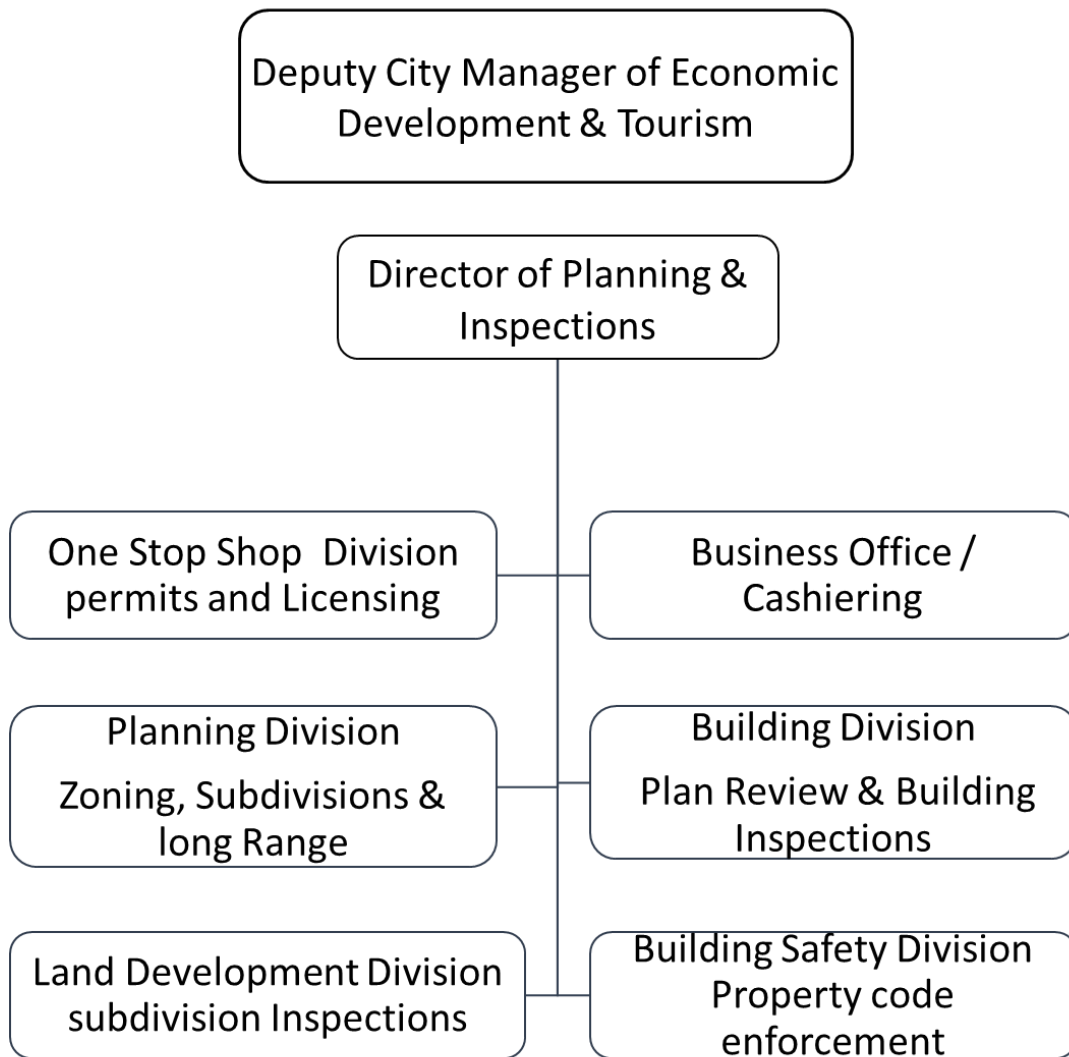
Under administrative direction, the Director of Planning and Inspections manages, directs, and assists in the alignment of development-related functions; and serves as a liaison to external organizations and the private, education, military, and not-for-profit sectors on development-related matters.

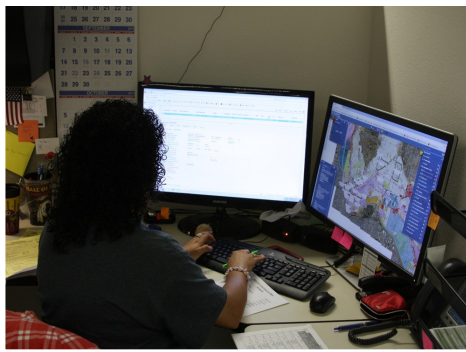
Duties, Functions and Responsibilities

- Direct and oversee the functions of the Planning and Building Permits and Inspections divisions. Involves: Plan, develop, organize, implement, direct and control policies and strategies for planning, building permits and inspections and customer service functions through subordinate deputy directors and management staff. Formulate and manage strategic activities and initiatives associated and designed to align with, but not duplicate, those of external organizations designated to take the lead in specified planning activities related to multiple aspects of land development (zoning, subdivisions, long range planning); and building permits and inspections. Implement and coordinate functions pertaining to integrated long and short-range land planning, subdivision development, and revitalization. Organize interdepartmental committees on policy issues related to city development. Oversee and assign work for program and client compliance.
- Direct and oversee the City's technical and administrative functions related to building permits and inspections (residential and commercial), subdivision improvements and associated activities tied to property development. Involves: Plan, develop, implement, and control policies and strategies for building permits and inspections and customer service functions. Review and sign all higher-level department communication, including ordinances and contracts. Oversee operation and updating of required department record keeping such as codes, ordinances, legal documentation, purchase requisitions and other transactions.
- Plan, design, implement and review department short and long-term goals and priorities. Involves: Identify opportunities for improvement and recommend improvement systems and standard operating procedures to enhance operations and service delivery. Implement service delivery methods including administrative, control and security systems and internal relationships. Develop and manage annual department budget. Monitor and approve expenditures. Collect and analyze data. Prepare and present reports and other necessary communications. Direct implementation of programs and policies and evaluate work accomplished. Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives. Coordinate departmental activities with those of other departments and outside agencies and organizations. Discuss, interpret and explain policies, programs and objectives as needed. Prepare press releases and coordinate meetings with Mayor and Council as needed.
- Provide administrative direction and supervise assigned personnel. Involves: Participate, authorize or approve the hiring of staff. Supervise directly and through subordinate supervisors. Appraise employee performance and review evaluations by subordinate supervisors. Provide for staff training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants, and hire, terminate, transfer, discipline and assign merit pay or other employee status changes.

Organizational Chart

Planning & Inspections Department Requested FY 2018 Organizational Chart





Knowledge, Skills, and Abilities

- Knowledge of business or economic development financing.
- Knowledge of the principles and practices of urban economic, redevelopment and downtown development including administration and management.
- Knowledge of the principles and practices of the development process and concerns, neighborhoods, public participation techniques and development issues.
- Knowledge of marketing techniques and economic development incentives.
- Knowledge of border economics and industrial practices.
- Knowledge of planning principles and techniques.
- Interpretation of federal, state and city laws and regulations, building construction plans and specifications, subdivision development plans, building codes and municipal code.
- Knowledge of administrative, budgetary and managerial policies and procedures applied to building services, planning and customer service operations.
- Knowledge of budget preparation and standard general and fiscal administration policies and practices.
- Knowledge of management and supervisory principles and techniques.
- Establish and maintain effective working relationships with businesses, financial institutions, coworkers, department heads, officials, customers, regulatory agencies and the general public.
- Negotiate or assist in the negotiation between businesses, financial institutions and government agencies and perform cost/benefit analyses.
- Clear, concise oral and written communication to prepare and present comprehensive reports to City management, Mayor and Council, businesses and the general public.

Education and Experience

Qualified applicants will have a Bachelor's Degree from an accredited college or university with major coursework in policy analysis, urban or regional planning, urban design, business or public administration, architecture, engineering, or a related field, and at least eight (8) years of professional experience in city planning, development review, commercial or residential real estate development, or building and zoning code enforcement, including six (6) years in a managerial role; a Master's degree is preferred. Experience in Six Sigma will be beneficial.

Ideal Candidate

The ideal candidate will have considerable knowledge of planning and economic development. A working knowledge of building codes, municipal codes and subdivision plans, will be necessary for this role in addition to a thorough knowledge of state and federal laws and other influencing governmental laws, rules and regulations relative to economic development incentives.

The ideal candidate will be an innovative, customer-focused leader with the ability to streamline processes to improve efficiency. Effective communication along with strong collaboration and team building skills will be necessary for this individual; advanced written and oral communication skills are imperative. This person should set a positive example of competence, professionalism, energy and work ethic to the organization and adhere to the highest ethical and moral standards.

Salary

The City of El Paso 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
Reference: ELPASODPI

Affion Public
2120 Market Street
Suite 100
Camp Hill, PA 17011
888.321.4922
Fax: 717-214-2205
www.affionpublic.com



Delivering Leaders.



The City of El Paso is an equal opportunity employer.