



**CITY OF YUMA**  
Department of Human Resources  
One City Plaza  
Yuma, AZ 85364

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Assistant Director DCD / Zoning Administrator**

*An Equal Opportunity Employer*

**SALARY**

\$42.06 - \$58.88 Hourly    \$7,289.69 - \$10,205.57 Monthly    \$87,476.27 - \$122,466.86  
Annually

**FLSA:** Exempt position, not eligible for overtime compensation.

**OPENING DATE:** 10/23/18

**CLOSING DATE:** Continuous

**THE POSITION**

**\*\*\*This position is open until filled with a first review date of Tuesday, November 6, 2018.\*\*\***

**Additional Benefits Available:**

- Moving Allowance of up to \$7,500 is negotiable.
- Retention Bonus of \$1,500 payable at 6 and 18 months post hire for successful employee.
- Longevity Bonus of 1% of mid-point paid according to our City Administrative Regulation at 3 years.

Under general supervision, assists with departmental planning, organizing and directing of activities, functions, budgets, and programs; manages long range planning, case review, and historic preservation & architectural design within the Department of Community Development (DCD); Acts as the department director during the absence of the Community Development Director.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides advice and counsel to Director; assists with planning, directing, reviewing and evaluating Community Development programs, and work performed; verifies compliance with all regulations, standards and policies.
- Supervises division and program managers, including long range planning, case review, and historic preservation & architectural design.

- Manages Planning Division sections through effective planning, staff management, and resource allocation; assures that City codes, policies and procedures are followed and equitably enforced.
- Manages, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards and services, personnel issues, develops recommendations for improving customer services; assures work activities are in compliance with state and Federal regulations and standards.
- Analyzes operational information, evaluates trends, and develops plans to meet future needs; assures issues are properly addressed and resolved; monitors changes in regulations and legislation.
- Monitors caseloads, workflow, and timeline requirements for each planning assignment; assures that quality and timeliness standards are met, and quality customer services are provided.
- Acts as case manager for complex and sensitive planning projects.
- Researches critical issues, reviews and evaluates records and files for accuracy and completeness, and prepares summary reports.
- Leads continuous effort to improve operations, and streamline work processes.
- Coordinates planning projects and complex issues with other state and regional agencies; explains and interprets DCD programs, policies, and activities.
- Meets regularly with Community Leaders, Design and Developers to maintain professional relationships in the development community.
- Supports the relationship between the City of Yuma and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines**

Bachelor's Degree in Urban Planning, or Public Administration; AND five years of experience managing community development and urban planning programs and staff for a city or county; OR an equivalent combination of education, training and experience.

### **Knowledge of:**

- City organization, operations, policies and procedures.
- Federal regulations, Arizona Revised statutes, case law, and local ordinances governing planning, zoning, municipal services, historical preservation, and urban development.
- Principles, practices and procedures of urban planning, community development, land use, zoning regulation, permitting, and environmental protection.
- Techniques and practices for effective and efficient management of allocated resources.
- Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, procurement, and contract management.
- Environmentally responsible and resource-efficient community development techniques.
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### **Skill in:**

- Interpreting and applying technical standards and procedures, Federal and state rules and regulations, and City policies and procedures governing Community Development functions.
- Using initiative and independent judgment within established procedural guidelines.
- Managing and leading staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, representatives from other government agencies, community groups, and the Planning & Zoning Commission.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software.
- Communicating effectively verbally and in writing.
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### **LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Arizona State Driver's License is required. Professional certification through the American Institute of Certified Planners (AICP) is preferred.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment. May occasionally be required to bend, reach, stoop, and lift objects.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.YumaAz.gov>

OR

One City Plaza,  
Yuma, AZ 85364

EXAM #2018-00232

ASSISTANT DIRECTOR DCD / ZONING ADMINISTRATOR  
GF

### **Assistant Director DCD / Zoning Administrator Supplemental Questionnaire**

- \* 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work history section of my job application.
  - Yes
  - No
- \* 2. For further consideration, you MUST complete the Work Experience section of the application and attach a detailed resume. Failure to do so will result in your application being removed from further consideration. It is not acceptable to answer any part of the application or this supplemental questionnaire with "See Resume".
  - I agree and have completed the application and attached a detailed resume.
- \* 3. Do you possess a Bachelor's Degree in Urban Planning or Public Administration?
  - Yes
  - No
- \* 4. Do you have five (5) years of experience managing community development and urban planning programs and staff for a city or county?
  - Yes
  - No
- \* 5. If you answered "No" to question 3 or 4, do you have an equivalent combination of

education, training and experience to perform this work?

Yes

No

6. If you answered "Yes" to the question above, please explain how your education, training and experience provides you with the abilities to perform this work.

\* 7. Do you possess a valid Driver's License? (An Arizona Driver's License will be required at the time of hire)

Yes

No

\* 8. Do you have a professional certification through the American Institute of Certified Planners (AICP)? (This is not required but preferred)

Yes

No

\* Required Question