The City of Mesa is a great place to work! In addition to competitive salaries, the City also has a generous amount of other benefits available. For more information, please see our website: <http://mesaaz.gov/benefits/>

**Deputy Director - Development Services**

**Salary: $92,820.00 - $137,373.60 Annually**

**The current assignment is for the Special Projects Assignment.  This classification has been designated as a non-classified, non-merit system, at-will position.**

A Deputy Director - Development Services provides responsible technical expertise, administrative direction, and coordination for the activities of a work team within the department.  Positions in this class may be assigned to any one, or a combination of, the following areas:  Building Field Inspections and Enforcement, Building Plan Review, Development Planning, Permit Services - Front Counter, Call Center, or Special Projects.

This class is expected to exercise considerable independence in resolving problems, facilitating solutions, and providing appropriate written and verbal communication with staff, the public, elected officials, City management, and other interested parties as required.  These positions are required to develop and implement detailed budget and monitoring methods, develop protocols for staff and case assignments, and oversee and audit case follow-up and enforcement actions as necessary.

Employees in this class are required to develop and maintain a current knowledge of the technical requirements, policies, procedures, and standards of the assigned area.  This class is responsible for directing, overseeing, and participating in the development of a workgroup plan; assigning work activities and projects; monitoring workflow; reviewing and evaluating work products; and coordinating work with other areas of the department and City.  This class is also responsible for effectively communicating and resolving problems with members of the public, stakeholders, other City departments, City management, and elected officials.  Supervision may be exercised over professional engineers, architects, field or clerical staff, and/or supervisors working in the various sections.  Work is performed within the general guidelines and policies established by the Development Services Department Director.  Work assignments are very broad in scope and are performed with considerable independence.  This class serves as the City’s Building Official ***(Building Field Inspections and Enforcement Assignment and Building Plan Review Assignment)***.  This class is responsible for performing related duties as required.

***Special Projects Assignment:***This position oversees the administration of federal grants, manages consultants, and represents the City on assigned projects involving state and federal agencies and municipalities, where the City is a significant partner in projects requiring full-time commitment through the duration of the project.  This position also coordinates with City departments and outside agencies for implementation of city development plans and policies; and is expected to exercise initiative and considerable professional judgement, discretion, and independence of actions under the general supervision of the Development Services Director or the Planning Director in accomplishing assigned projects and objectives.  Work assignments are very broad in scope, are performed with considerable independence, and require a high degree of written and oral communication skills and the ability to work effectively with City departments, local and federal agencies, citizen boards, consultants, and the general public.  Functional supervision may be exercised over consultants, professional engineers, planners, architects, and field or clerical staff working in various capacities associated with a project.

The Deputy Director - Development Services supervises and coordinates the activities and training of all personnel assigned to their workgroup.  This class serves as a technical consultant to employees in solving difficult assignments and advises the development community and general public of code requirements and changes, code interpretations, and code development.  Work is performed under the direction of the Development Services Department Director or Planning Director and is reviewed based on results achieved.  This class is FLSA exempt-executive.

**Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.**

**Qualifications & Requirements:**

[**Employee Values**](https://www.mesaaz.gov/Home/ShowDocument?id=14147)**:**All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.**Graduation from an accredited college or university with a Bachelor’s Degree, preferably in Architecture, Business Administration, Communications, Construction Management, Engineering, Public Administration, Urban Planning, or a related field.  Extensive (5+ years) administrative experience in public and/or private sector development related to the assignment area (performing duties such as researching and analyzing data, making recommendations to management and/or for problem resolution, developing and monitoring budgets, etc.).  At least three years of public or private supervisory experience.

**Special Requirements.**  Must possess a valid Class D Arizona Driver's License by hire or promotion date.  Possession of International Code Council Building Official certificate is required within twelve months of hire **(Building Plan Review Assignment)**.

**Preferred/Desirable Qualifications.**Graduation from an accredited college or university with a Master of Science, Master of Arts, or Master of Business/Public Administration is desirable.  Possession of an Arizona Board of Technical Registration professional license as an Architect or Professional Engineer is highly desirable.  Project management certification is preferred for the ***Special Projects Assignmen*t**.

**Link to Job Description:**

<http://apps.mesaaz.gov/JobDescriptions/Documents/JobDescriptions/cs5237.pdf>

**Apply Here:**

<https://www.governmentjobs.com/careers/mesaaz/jobs/3684924/deputy-director-development-services>

City of Mesa offers a competitive benefits package. A CITY OF MESA ONLINE APPLICATION IS REQUIRED. Applicants are encouraged to apply as soon as possible as we will review applicants as they are received. For complete job description, requirements and online application form, please visit our web site at: <https://www.governmentjobs.com/careers/mesaaz>

*City of Mesa is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*