



EMPLOYMENT OPPORTUNITY

Job Title:	Development Services Director
Salary Range:	Grade 31, \$84,789 - \$104,100 DOE
Status:	Full-Time, Exempt
Deadline:	Wednesday, June 24, 2027 , by 4:00pm

General Statement of Duties

Performs difficult professional and managerial work planning, organizing and directing a department responsible for planning, zoning, and building inspections and code enforcement for the Town.

Distinguishing Features of the Class

An employee in this class manages and directs the work of the staff responsible for the development, planning, zoning, building permitting and inspections, sustainability, GIS, FEMA regulatory compliance, and other related programs for the Town. Work involves providing guidance for the orderly long-range growth and current development of the Town and ETJ and supervising staff in conducting studies, enforcement of building, zoning and related codes, planning, design projects, and grants management and administration. Work also includes representing the town in intergovernmental activities such as working with infrastructure, transportation, and land use issues with other government officials. Work involves helping create a community vision and identifying steps necessary to achieve that vision. The employee is also engaged in conducting studies, performing planning duties, providing administrative guidance to the department, and supervising the administrative and building inspector staff. The employee is responsible for the overall design of the planning program and for achieving tangible results in the appropriate distribution and diversity of land use in the Town. Work involves extensive public contact and coordination with other departments, boards, and commissions. The role also includes developing a favorable relationship among the Town, community and intergovernmental groups. Work is performed under the general supervision of the Town Manager and is evaluated on the basis of the attainment of individual and departmental performance objectives, feedback from the public served, and observation.

Duties and Responsibilities

Essential Job Functions

- Plans, organizes and directs all planning activities including long range planning, current planning, building inspections, code enforcement, grants, sustainability planning and geographic information systems.
- Supervises and participates in current planning including plan review, development codes interpretation and enforcement of the zoning ordinances and related environmental codes; provides technical assistance on complex issues; drafts ordinances and amendments to the zoning, subdivision and land development ordinances; reviews and evaluates special use permits, rezoning, variance and appeals applications; prepares reports.
- Develops long-range planning activities; oversees and participates in comprehensive plan and UDO updates and administration; facilitates the development of a community vision for land use, aesthetics, landscaping, building features and related matters.
- Works with consultants and other departments on project/program implementation such as adding sustainability features and related issues.
- Participates with the Rural Planning Organization and County Transportation Committee on large scale transportation infrastructure including highway projects, bicycle and pedestrian improvements; coordinates with state and local officials as needed.
- Attends meetings of the Town Council and the Planning Board and Board of Adjustments to present information and answer questions as necessary; prepares agenda items as needed.
- Supervises and participates in compliance with FEMA floodplain regulations and related issues.

- Supervises and participates in compliance with CAMA Local Permitting Officer regulations and related issues.
- Serves as liaison with community groups; provides community outreach regarding planning activities and Town programs.
- Provides policy guidance and work oversight to the staff on project review, permit issuance and code enforcement.
- Prepares and administers planning related grants.
- Serves as liaison with, and resource for, community groups; provides community outreach regarding planning activities and Town programs; provides general customer service and problem-solving with citizens, developers, and others.
- Manages departmental staff including hiring, leadership, training, performance coaching and evaluation, mentoring, communication, motivation and team building with staff.
- Prepares and administers departmental operating and capital budgets and provides technical assistance to the Town budget as needed.
- Performs other duties as assigned, including assisting office staff with special assignments and/or projects.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of urban and regional planning including land use management, growth management, subdivision development and zoning.
- Thorough knowledge of laws, regulations, policies and procedures related to land use planning, zoning, subdivision ordinances, community development, and local governments.
- Thorough knowledge of the environmental and socio-economic implications of the planning process and statutes, laws, rules, and regulations affecting these functions.
- Considerable knowledge of special issues related to coastal development including sustainability, floodplain administration and related issues.
- Considerable knowledge of the application of technology to planning and inspections including GIS and specialized software.
- Thorough knowledge of Town Zoning, Subdivision, Flood Damage Prevention, and Coastal Area Management Act Codes.
- Knowledge of modern and effective supervisory principles and practices including leadership, team building, motivation, communication, mentoring, training, performance coaching and evaluation and laws and regulations related to managing staff.
- Considerable knowledge and skill in the design and facilitation of public input processes designed to build consensus among conflicted parties.
- Considerable skill in the collection, analysis, and presentation of data, recommendations, policies, and systems.
- Considerable knowledge of the Town's budgeting, purchasing and personnel policies and procedures.
- Knowledge of current literature and recent developments in the field of planning and coastal planning.
- General knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control.
- Skill in collaborative problem-solving, customer service excellence, teamwork and in conflict management.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, and the general public.
- Ability to prepare comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to clearly communicate complex ideas and information both orally and in writing.

Physical Requirements

Must be able to physically perform the basic operational functions of stooping, reaching, standing, walking, grasping, feeling, talking, hearing and repetitive motions. Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Must possess visual acuity to prepare and analyze figures, do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

Minimum Education and Experience

Graduation from an accredited college or university with a bachelor's degree in urban and regional planning, public administration, or other field of study related to the work performed, and considerable experience in managing local government planning work, or an equivalent combination of education and experience.

Preferred Qualifications

- Master's degree in urban and regional planning, public administration, or other field of study related to the work performed
- Possession of a valid North Carolina driver's license
- AICP certification within the timeframe specified by the Town
- NCAZO Certification
- NC CFM Certification

The Town of Oak Island is an equal opportunity employer and is committed to fostering a workplace that is inclusive, respectful, and free from discrimination.

How to Apply:

Please submit a completed employment application, which can be found on the Town's website, www.oakislandnc.gov on the Job Opportunity page and return to Human Resources (listed below).

Where to Apply:

Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Phone: (910)201-8014
Email: HR@oakislandnc.gov