

## Development Services Director

Reports to: City Manager

Department Budget: \$4.1 million



### COMMUNITY PROFILE

Located 45 minutes south of Salt Lake City in beautiful Utah Valley, the City of Orem is bordered by Utah Lake on the west and the majestic Wasatch Mountains on the east. Its recent development and growth have resulted in Orem's population exceeding 97,000, making it the fifth-largest city in Utah. Along with Provo and other surrounding cities, Orem is part of the Provo-Orem MSA with a population of over 500,000.

Originally incorporated in 1919, the city was named after Walter C. Orem, President of the Salt Lake and Utah Railroad. Orem is now the commercial center for Central Utah and is one of the fastest growing metropolitan areas in the United States. Because of this growth, Orem enjoys a thriving housing market and a low unemployment rate of 2.5% (May 2018).

Orem is home to Utah Valley University, the largest public university in Utah with an enrollment of over 39,000 students (Oct. 2018), and it is basically next door to Brigham Young University in Provo with an

enrollment of over 33,000 (2018). This large student population provides the Provo-Orem area with one of the most educated workforces in the country. Orem also has 16 elementary schools, 3 junior high schools, and 3 high schools, as well as multiple charter, private, and alternative schools. In 2018, Forbes' Magazine ranked the Provo-Orem area in the top 25 metropolitan areas for education, and ranked Orem as the #3 best city to raise a family.

With great schools, a thriving environment for businesses of all sizes, and a family-friendly atmosphere, life in Orem is good. The city has plentiful recreational offerings including nearby ski resorts, mountain biking trails, golf course, rock climbing, and dozens of parks and places to play.

Orem has received numerous recognitions in recent years for its safety, business growth, and family friendliness. If you have never been here, we invite you to see for yourself how much better life in Orem is.

## Development Services Department

The Development Services Department is responsible for short and long-range planning for the City of Orem. Staff members design city infrastructure and oversee construction of all public and private buildings. Our professional, friendly, and experienced employees work closely with contractors, developers, State agencies and the public. We are committed to service and building a better Orem.

The Development Services Department includes the following divisions:

1. Building Safety
2. Planning and Zoning
3. Engineering
4. Maintenance

In 2018, Forbes ranked Orem as the #2 best city in America for business and careers, and Time ranked Orem as the #1 best city to live in Utah. The Development Services department plays an important role in helping the city receive such recognition and keep its commitment to creating a thriving community.

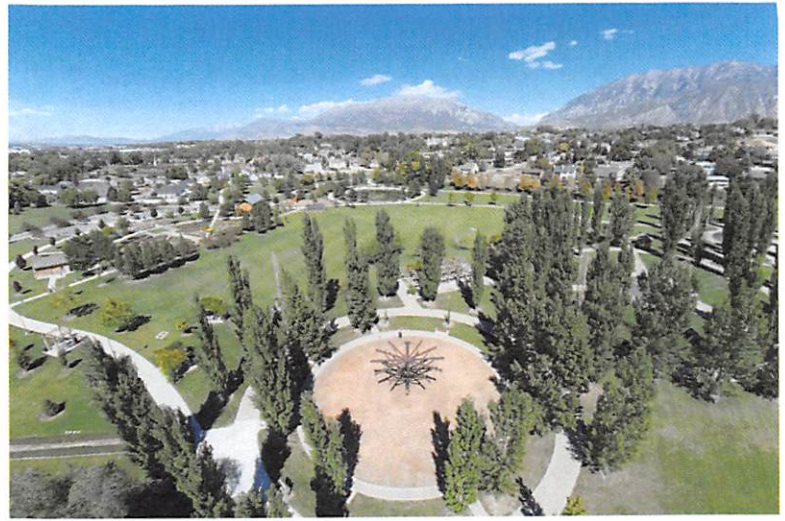


## CANDIDATE PROFILE

### *Position Purpose and Objectives*

This is an Executive Management position with responsibility to plan, organize, and direct the activities of the Development Services Department. The incumbent works under the general direction of the City Manager and is a member of the city's Executive Staff.

The incumbent is responsible for the administration and operation of the department and for the performance of staff members. This position is also responsible for the creation and administration of the department's budget, as well as setting, supporting, meeting, and furthering department and city goals and objectives.



## CANDIDATE PROFILE (cont.)

### *Knowledge, Skills and Abilities*

- Requires a Bachelor's degree with major coursework in public administration or related field, plus seven (7) years progressively responsible management experience. Equivalent experience may be substituted for education.
- Master's Degree in a related field is preferred.
- AICP certification is also preferred.
- Thorough knowledge of principles, practices, and techniques involved in the management of a city department and its personnel
- Knowledge of principles and practices of municipal government and of engineering, building safety, facilities maintenance zoning, economic development and planning principles and practices.
- Knowledge of federal, state and local government statutes and regulations.
- Skill in work management and interpersonal relations as applied to supervision of personnel and in contacts with public officials and representatives of outside agencies and businesses.

### *Problem solving*

- Works closely with the City Manager, department directors, and other governmental officials
- Resolves a wide range of problems dealing with the administration of the Development Services Department
- Uses broad discretion in identifying and resolving operation and policy concerns within the department.

## COMPENSATION & BENEFITS

The salary range for this position is \$101,204 to \$151,806 annually (DOQ). Salary will generally start at the lower end of the salary range. The City also offers an outstanding benefit package.

## TO APPLY

The City of Orem is an Equal Opportunity Employer committed to recruiting and retaining a highly qualified and diversified work force.

The city provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

The Human Resources will make reasonable efforts in the application process to accommodate disabled applicants. If you have special needs, please call (801) 229-7186. Applications have been classified as private and will be held confidential. The City of Orem is an Equal Opportunity Employer.



All qualified and interested applicants should submit their application to the Human Resources office by the application deadline, which is 5:00 p.m. on Friday, January 4, 2019. Please submit a City application, letter of interest, and resume by visiting the following address:

**<http://jobs.orem.org>**

