

City of Oklahoma City, OK

## **Assistant Director of Development Services**

**Annual salary is dependent upon the qualifications and experience of the selected candidate.**

The city provides an excellent benefits package.

**First resume review: Friday, August 26, 2022.**

The City of Oklahoma City serves approximately 681,054 residents in a four (4) county, 621 square mile area. Twenty-two (22) City departments provide a wide array of municipal services and programs. Additionally, municipal trusts play a significant role in the operations of major facilities and services.

The city is recruiting for an Assistant Director of Development Services that will assist the director in the overall management of the Development Services Department. The ideal candidate is a visionary leader, creative thinker, problem-solver, partnership builder, and someone who possesses exceptional analytical, organizational, interpersonal and communication skills. In addition to Administration, the department includes three divisions: Development Center, Code Enforcement and Animal Welfare with approximately 190 full-time employees and an annual departmental operating budget of \$21,196,406.

A few of the key areas of focus for this role include providing effective code enforcement services to ensure timely response and proactive service delivery; collaborating and coordinating with partner agencies and providing public education and information services to promote programs and services to improve the live release rate of shelter pets and increase pet adoptions and placements and decrease the amount of animal field calls received; and using technological solutions to provide timely and efficient review of development applications and issuance of construction permits, licenses, and certificates of occupancy.

Candidates shall have a minimum of five (5) years' experience with an organization of similar size or complexity as the City of Oklahoma City.

To be considered, please submit your materials to: <https://www.cpshr.us/recruitment/2070>

For additional information, please contact:

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To view an online brochure for this position  
visit: <https://executivesearch.cpshr.us/flyer?file=APPROVEDOKCADDs.pdf>  
City of Oklahoma City website: <https://www.okc.gov>



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*The City of Oklahoma City is an equal opportunity employer.*