

**Quonset Development Corporation
Job Profile**

Position Title:	Development Services Director	Date Written:	01/01/2015
Division:	Management	Reports to:	Managing Director
Department:	Development Services		
Grade:	10	FLSA Status:	Exempt

Section 1: Position Summary:

The Director leads the efforts to plan and organize complex projects for the QDC, oversees major land development projects and various public works initiatives including streets, utilities, buildings and marine infrastructure and directs the daily operations of the Development Services Department. In this capacity, exercising independent judgment, the incumbent manages staff, establishes department goals and objectives, and develops policies and procedures as they relate to the work of the department. She/he prepares operating and capital budgets and makes recommendations to the Finance Director; additionally she/he maintains the annual budget as assigned to ensure that expenditures do not exceed budget.

Section 2: Essential Responsibilities:

	%	Responsibility
1	15	Directs and provides guidance to department managers in the day to day work of the department including but not limited to engineering design, construction services, technical services, planning and development functions.
2	15	Directs and prepares engineering designs, reports, construction drawings, specifications and estimates for the Corporation's land and utility development projects.
3	10	Oversees and directs environmental regulatory facility activities, compliance, including storm water management, water and sewer infrastructure and remediation programs to meet permit requirements.
4	10	Serves as the QDC liaison on all matters regarding development and planning for the Park among developers, state and federal regulatory agencies, public constituents, civic and community groups, and legislative leaders providing status updates on projects, soliciting input from all interested parties and responding to questions and concerns.
5	10	Manages the department to prepare and implement development plans, capital budget and development controls to guide activities in the Park.
6	10	Oversees and provides direction on engineering and contractual construction projects.
7	10	Defines and documents complex business, regulatory and development processes and requirements. Provides technical and statistical expertise to the Managing Director through data collection; quantifies financial, environment, and operational impact on proposed projects.
8	10	Manages multiple projects simultaneously, using formal planning and project management techniques.
9	10	Provides direction and advice to staff on matters concerning the Planning Department including but not limited to performance management, hiring, development, engagement, disciplinary action, attendance, scheduling.
	100%	

Section 3: Budget Responsibility:

Dollar Amount of Budget: \$5K to \$5M
Revenues that are dependent upon the successful performance of the department:
Amount varies dependent on capital budget and grant received

Section 4: Scope of People Management:

Does this position manage employees? Yes No
How many? 5
Does this position manage other managers? Yes No
How many?

Section 5: Organizational Impact:

There could be negative impact to QDC reputation due to improper management of “public” funds and legal action due to non-compliance on State and local agreements and if projects are not constructed properly; additionally, financial loss and loss of revenue could occur due to injury or property destruction and fines imposed due to non-compliance with regulatory requirements, including environmental concerns.

Section 6: Experience:

Type of Experience	Number of years Required	Number of years Preferred
Engineering design, land use planning and regulatory development controls in civil engineering firm or similar industry	10	15
Progressively responsible positions in principles, theory and procedures of engineering, construction, environmental regulation, public administration, organizational and financial management, and contracting practices. engineering design, land use planning, public administration, construction practices, contract management	10	15
Manager level experience within a multi-disciplined staff environment	10	15

Section 7: Qualifications/Skills: Include the skills, licenses, certifications in which the employee must be proficient.

Qualification:	Number of years Required	Number of years Preferred
Registered engineer or ability to obtain registration as a Professional Engineer in the State of RI within 9 months of hire or appointment into the position.	Yes	
Skills:		
Proven ability to interact and present information in a clear and concise manner often in public settings		
Working knowledge of development of comprehensive reports and proposals and ability to present to a diverse audience		
Proven ability to conduct independent research and to analyze and interpret results		

Proven ability to plan, organize and manage multiple projects simultaneously and to adapt workload to changing corporate priorities	
Proven ability to communicate professionally through writing, phone conversations, and oral presentations to a wide variety of audiences and stakeholders.	
Proficiency with computer software used in civil design, quantitative analysis, project management, database, spreadsheet and Microsoft office suite	Required
Skilled in creating policy, procedure documents and training to support Development environment	Required
Ability to work in all weather conditions.	

Section 8: Education:: Include educational level necessary to do the job.

Education:	Required	Preferred
Bachelor's Degree in public administration, planning, engineering or related field	YES	
Master degree in public administration, planning, engineering		YES

(OPTIONAL) Section 9: Competencies:

Competency	Definition
Problem Solving & Analysis	Ability to model a systematic approach to problem solving; seeks information and perspectives from both inside and outside the team to better understand and solve problem; involves other in solving problems that affect them; coach others to routinely anticipate and prevent avoidable problems; coach other on how to analyze data and evaluate alternatives to solve problems.
Decisiveness & Judgment	Ability to consider both the short and long term impact of decisions; plan for how the consequences of decisions affect the team; coach others to make effective decisions; hold others accountable for making sound decisions; make and act on decisions even if they are unpopular
Open Communication	Ability to give clear, understandable instructions to others; coach others in effective communication and listening skills helps others present their message effectively; initiates difficult or uncomfortable communications with other rather than avoiding them; encourage and facilitate candid and open communication within the team.
Relationship Building	Ability to create a work-unit climate that reinforces the need to build and maintain strong working relationships; helps team member learn the interpersonal skills needed to work effectively with other; facilitates a climate of trust and respect between team members; maintains a broad network of internal working relationships; helps others develop a broad network of working relationships.
Strategic Alignment	Ability to keep team focused on key objectives that drive company performance and competitive advantage; clarify

	vision, mission, values, and long-term goals for others; think beyond the day to day to take a longer-term view of the business; coordinate cross-functional activities to assure strategic alignment with organizational objectives; anticipate and plan for future business developments.
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Section 10: Physical requirements:

General	Work is generally performed under typical office conditions; up to one-third of the time there is exposure to variable outdoor weather conditions and hazards associated with construction work sites and various maintenance projects including moderate noise.
Lifting	Occasionally, required to move (push, pull, lift or carry) objects weighing up to 30 pounds.
Walking	Up to 2/3 of time is spent sitting and talking and up to 1/3 of time is spent standing and walking, climbing and reaching with hands and arms, or using hands to finger, handle or feel objects, tools or controls.
Hearing	Must be able to hear normal sounds, distinguish sound as voice patterns and communicate orally.
Vision	Specific vision requirements include close vision and the ability to adjust and focus.
Repetitive movements	Position requires the ability to operate a keyboard and standard office equipment in an efficient manner in accordance with standard operating procedures.
Safety	Safety hazards are present at work sites and must be avoided; Must be able to access all areas of a construction site.