

# **Development Services Deputy Director – Jefferson County**

## **Job Announcement Material**

**Open June 1, 2025**

**Close July 4, 2025**

**\*\*Please announce in the order that the content appears in this document, if possible.**

**Close Date: 07/04/2025**

**This job is not part of the Merit System and, therefore, is neither subject to the Rules & Regulations of the Personnel Board nor provided the rights of a Merit System. Should you have additional questions about this position, please contact the Jefferson County Human Resources Department at 205-325-5249.**

### **SUMMARY**

The Development Services Department is a citizen-first department that facilitates investment in the County and promotes sustainability, disaster preparedness, economic and community development, public and environmental health within the County. The core functions of the Development Services Department include Building, Planning, Site Plan review, Code Enforcement, and GIS. Development Services is supported by a diverse staff.

### **Annual Salary Range and Benefits**

The starting salary will be commensurate with the selected candidate's qualifications, experience, and professional advancement with a salary range of \$125,000.00 to \$175,000.00 DOQ/E, plus excellent benefits.

For more details about this position, follow the link below.

<<LINK TO RECRUITING BROCHURE>>

**Applicants who apply for this position can be considered for other senior level exempt-executive positions (e.g., Deputy Director and Director level) of Jefferson County Commission should future vacancies become available.**

### **Job Description**

The Deputy Director of Development Services directs the day-to-day operations of inspections and enforcements, planning, vertical engineering, permitting, blight removal, transportation planning, mapping, and addressing. Through strategic initiatives, the Deputy Director of Development Services is responsible for interpreting and applying International Code Council

(ICC) codes, zoning ordinances, subdivision regulations, and Municipal Separate Storm Sewer System (MS4) permit requirements, as well as other codes, laws, and regulations as they are applicable to the work of the Jefferson County Development Services Department. This includes leading staff in tasks related to enforcing building codes, issuing building construction permits, inspecting building construction, comprehensive planning and development, zoning administration and enforcement, reviewing and processing construction plans, GIS mapping, and reducing the amount of stormwater pollution in unincorporated Jefferson County. This role is also responsible for forging effective and collaborative relationships with the community, agencies, and surrounding municipalities and staying abreast of current trends and developments. The Deputy Director is responsible for supervisory duties as well as overall supervisory responsibilities. The Deputy Director of Development Services assists in formulating and executing a broad range of policies, establishing annual and multi-year financial plans, working collaboratively with parties internally and externally, establishing management practices and processes that ensure the accomplishment of performance standards, and resolve complex business issues. The Deputy Director is responsible for assisting in setting the strategic direction for the Jefferson County Development Services Department. The Deputy Director is responsible for departmental process improvements related to increased efficiency and decreased waste by leveraging lean, six sigma, project and program management principles.

## **REQUIRED EXPERIENCE AND BACKGROUND:**

The following Minimum Qualifications are required for this job. You must demonstrate possession of these qualifications by providing a detailed description of your related experience in the work history section of your application. Please describe your work experience in your own words to represent the work you have performed that is related to the minimum qualifications for this job. You must provide a resume in order for your application to be considered complete.

### Degree and Certification Requirements

1. Possesses a license in the State of Alabama as a Professional Engineer (PE) or Architect, or in a state with comity.

### Specific Experience:

1. Held role with progressive experience or exposure in vertical construction or related engineering field OR possesses an advanced degree in Civil Engineering, Architecture or a related field.
2. Held role with increasing responsibility related to land development entitlements.
3. Driver's license.
4. Experience reviewing and approving work products of other design professionals (e.g., designs/plans, estimates).
5. Experience working with others to resolve design and/or construction issues.

Experience managing a work unit

1. Managed a work unit (10 or more people)
2. Experience as a 2nd level manager (i.e., supervised a supervisor)
3. Responsible for setting goals and making key decisions at a unit level
4. Managed a budget for a work unit
5. Responsible for evaluating the performance of those within a unit

Experience implementing and monitoring work unit strategy

1. Responsible for directing concrete substantial change efforts
2. Developed and implemented strategic initiatives on a division or department level
3. Responsible for managing and delivering results on several high-level projects at the unit level (i.e., more than individual level objectives).

Experience interacting with key internal and external stakeholders

1. Experience working in a high stress environment involving multiple constituents
2. Responsible for managing functions that deliver services to internal and external customers
3. Held roles involving forging positive interpersonal working relationships
4. Responsible for the development and growth of multiple subordinates (e.g., coaching activities, formal mentoring)
5. Responsible for delivering complex communications to multiple parties (verbal and/or written)
6. Demonstrated ability to manage multiple objectives

Experience working in environments that require adherence to high professional and ethical standards

1. Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector

## **Development Services Deputy Director Supplemental Questionnaire :**

Why are you interested in this position, and why are you interested in a career move at this time?

What are your salary expectations?

You must submit a resume for your application to be considered as complete. You may attach it to this document, or you may email it to [Executivecareers@jccal.org](mailto:Executivecareers@jccal.org).

Please attach a copy of your college transcript.

By answering yes to the question below, you are acknowledging that you have read and understand the statement, and that you are willing to accept an exempt-executive position as a Revenue Deputy Director.

This position is not part of the Merit System and, therefore, is neither subject to the Rules & Regulations of the Personnel Board nor does it provide the rights of a Merit System. This position serves at the pleasure of the County Manager, the Appointing Authority.

Are you willing to accept an exempt-executive position as the Revenue Deputy Director?

Do you possess a Bachelor's degree in civil engineering, planning or urban development or related field **or** do you or a license in the State of Alabama as a Professional Engineer (PE) or Architect, or in a state with comity? Please specify

Describe your experience in a role with progressive experience in development services (e.g., inspection services; planning, engineering, zoning administration, and permitting; storm water management).

Describe your experience in a managerial role directing community development services including planning and zoning.

Describe your experience working with, or knowledge of, federal and/or state regulations involving development services including planning and zoning.

Describe your experience working in a residential or commercial construction setting.

Describe your experience managing a work unit (e.g., managed a team of 10 or more people, experience as a 2<sup>nd</sup> level manager [i.e., supervised a supervisor], responsible for setting goals and making key decisions at a unit level, managed a budget for a work unit, responsible for evaluating the performance of those within a unit).

Describe your experience implementing and monitoring work unit strategy (e.g., responsible for directing concrete substantial change efforts, developed and implemented strategic initiatives on

a division or department level, responsible for managing and delivering results on several high-level projects at the unit level [i.e., more than individual level objectives]).

Describe your experience interacting with key internal and external stakeholders (e.g., experience working in a high stress environment involving multiple constituents, responsible for managing functions that deliver services to internal and external customers, held roles involving forging positive interpersonal working relationships, responsible for the development and growth of multiple subordinates [e.g., coaching activities, formal mentoring], responsible for delivering complex communications to multiple parties [verbal and/or written], demonstrated ability to manage multiple objectives).

Describe your experience working in environments that require adherence to high professional and ethical standards (e.g., exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector).



# DEPUTY DIRECTOR OF DEVELOPMENT SERVICES



Jefferson County, Alabama  
[www.jccal.org](http://www.jccal.org)





# The Community

Looking for a vibrant community to call home with access to numerous outdoor activities and an award-winning culinary scene? Look no further than Jefferson County, the largest county in the state of Alabama (more than 670,000 residents). The central location of our county in the state positions us to be close to a wide variety of outdoor activities. From hiking and biking at State Parks, to weekends on the lake within a quick drive, our community has much to offer. If you love great food, we have James Beard Award winning chefs and an unparalleled craft beer scene. Zagat included us on the list of America's Next Hot Food Cities.

Into sports? So are we! The United States Football League (USFL) made Birmingham its home, playing all games at our new Protective Stadium in the heart of the UpTown entertainment district during its inaugural season. There is also Birmingham Legion Soccer, the Birmingham Barons Baseball, University of Alabama at Birmingham college football, the Honda Grand Prix at Barber Motorsports Park, and the Regions Tradition Senior PGA Golf Tournament.

Culture is at the heart of our community with the Birmingham Civil Rights National Historic District, featuring the Birmingham Civil Rights Museum and the newly restored A.G. Gaston Motel. The Birmingham Museum of Art is also nationally recognized for its works and exhibits.

Educational opportunities abound here. The University of Alabama at Birmingham (UAB) is an urban university with approximately 16,000 students. Both its Nursing and Dental schools rank among the best in the country and it's a world-renowned medical hospital and research facility. There are also several other local colleges and universities that provide a wide range of educational specialties from vocational training to liberal arts programs. We also have great secondary and primary schools with the Alabama School of Fine Arts, Birmingham's EPIC School, i3 Academy and the Jefferson County International Baccalaureate School.

Music and Arts take center stage in our community, whether it's at one of our downtown music halls, the Legacy Arena at the Birmingham Jefferson Convention Center, UAB Performing Arts, or neighboring Oak Mountain Amphitheatre, you can find a genre that fits your mood and interests. Historical Sloss Furnace also plays hosts to a variety of events, from bands to the Magic City Art Connection.

Living is easy in Jefferson County. Birmingham has emerging loft districts in the heart of downtown, or you can opt for the suburbs in one of the 34 neighboring municipalities. Commutes are easy thanks to 5 interstates, and the cost of living is some of the lowest in the region. Lending Tree named Birmingham as one of the Top 10 most affordable cities for first time home buyers.

Jefferson County and the Birmingham region has so much to offer, it's no wonder that other businesses such as Shipt, Landing and the J.M. Smucker's company decided to locate here. In fact, in 2022, the city hosted the World Games and welcomed in thousands of athletes from around the world. There are also three automotive manufacturers in the region: Mercedes-Benz U.S. International, Honda Manufacturing of Alabama, and AutoCar, they are supported by 25 automotive suppliers.







## The Organization

Jefferson County provides vital services to the residents of the county through approximately 2,500 employees in 35 departments with responsibilities and duties to include construction of roads and bridges, keeping our waterways clean, collecting and distributing motor vehicle taxes, plus more through the continued support of the economic growth and development of the county and surrounding areas. Our diverse group of employees utilizes their knowledge, skills and abilities by working together to provide quality and effective public services to our residents to ensure needs are met. Jefferson County contributes to and strengthens the quality of life of its residents for more economic prosperity by attracting new businesses and developing a quality workforce.

The County's mission, vision and core values drive all facets of its services, serve as the foundation of the organization's future, and encompass the ideals that guide decisions, shape culture, and establish standards.

- **Mission:** Providing exceptional, everyday service through character and competence
- **Vision:** To be a model local government that anticipates and meets the evolving needs of the diverse community with energy, character, dedication, and accountability
- **Core Values:** Transparency, Inclusion, Integrity, Innovation, Energetic Service, and Safety

Jefferson County's daily administration of county government is managed by a County Manager as the Chief Executive Officer. Under the County Manager form of government, the County Commission is the governing body of Jefferson County with five Commissioners elected from districts, for concurrent four-year terms. The Commissioners distribute the powers and duties conferred by law upon the County Commission and the members as they deem fit and efficient, and seek to promote the health, safety, and general welfare of the residents of Jefferson County.

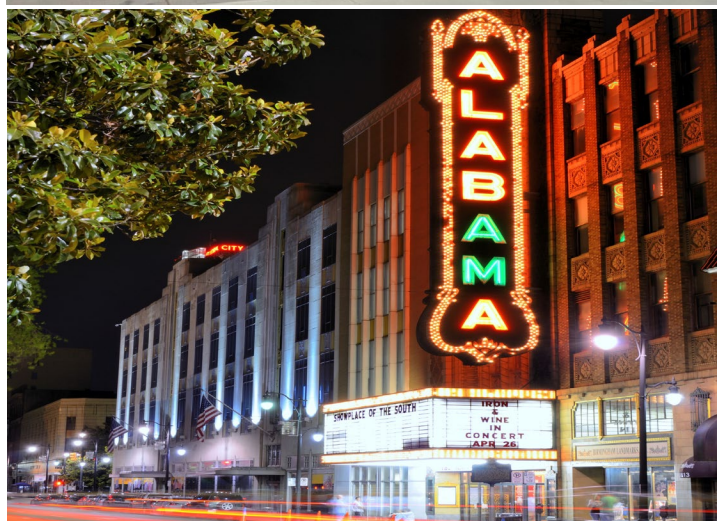


# The Development Services Department

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## The Candidate Profile

The Deputy Director of Development Services directs the day-to-day operations of inspections and enforcement, planning, vertical engineering, permitting, blight removal, transportation planning, mapping, and addressing. Through strategic initiatives, the Deputy Director of Development Services is responsible for interpreting and applying International Code Council (ICC) codes, zoning ordinances, subdivision regulations, and Municipal Separate Storm Sewer System (MS4) permit requirements, as well as other codes, laws, and regulations as they apply to the work of the Jefferson County Development Services Department. This includes leading staff in tasks related to enforcing building codes, issuing building construction permits, inspecting building construction, comprehensive planning and development, zoning administration and enforcement, reviewing and processing construction plans, GIS mapping, and reducing the amount of stormwater pollution in unincorporated Jefferson County. This role is also responsible for forging effective and collaborative relationships with the community, agencies, and surrounding municipalities and staying abreast of current trends and developments. The Deputy Director is responsible for supervisory duties and overall supervisory responsibilities. The Deputy Director of Development Services assists in formulating and executing a broad range of policies, establishing annual and multi-year financial plans, working collaboratively with parties internally and externally, establishing management practices and processes that ensure the accomplishment of performance standards, and resolving complex business issues. The Deputy Director is responsible for assisting in setting the strategic direction for the Jefferson County Development Services Department. The Deputy Director is responsible for departmental process improvements related to increased efficiency and decreased waste by leveraging lean, six sigma, project and program management principles.





# Desired Experience and Requirements

## Degree and Certification Requirements

- Possesses a license in the State of Alabama as a Professional Engineer (PE) or Architect, or in a state with comity.

## Specific Experience

- Held role with progressive experience or exposure in vertical construction or related engineering field OR possesses an advanced degree in Civil Engineering, Architecture, or a related field.
- Held role with increasing responsibility related to land development entitlements.
- Driver's license.
- Experience reviewing and approving work products of other design professionals (e.g., designs/plans, estimates).
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## Experience managing a work unit

- Managed a work unit (10 or more people)
- Experience as a 2<sup>nd</sup>-level manager (i.e., supervised a supervisor)
- Responsible for setting goals and making key decisions at a unit level
- Managed a budget for a work unit
- Responsible for evaluating the performance of those within a unit

## Experience implementing and monitoring work unit strategy

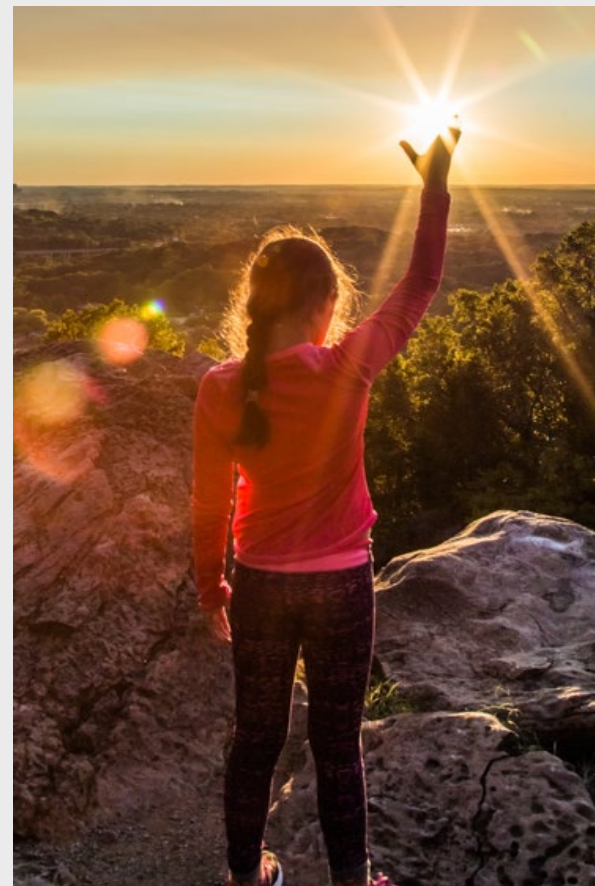
- Responsible for directing concrete, substantial change efforts
- Developed and implemented strategic initiatives on a division or department level
- Responsible for managing and delivering results on several high-level projects at the unit level (i.e., more than individual-level objectives).

## Experience interacting with key internal and external stakeholders

- Experience working in a high-stress environment involving multiple constituents
- Responsible for managing functions that deliver services to internal and external customers
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- Demonstrated ability to manage multiple objectives

## Experience working in environments that require adherence to high professional and ethical standards

- Exposure to essential work tasks and/or processes in non-profit or government, or in a private organization that has constraints resembling those in the public sector



# Compensation and Benefits

The starting salary will be commensurate with the selected candidate's qualifications, experience, and professional advancement with a salary range of \$125,000.00 to \$175,000.00 DOQ/E, plus excellent benefits which may include capped covered relocation expenses.

Employees enjoy reliable benefits and are offered a strong benefits package with options that truly work for all.

- Comprehensive medical benefits with low copays, low deductibles, and high levels of coverage after 30 days of employment for self and eligible dependents
- Dental and Vision insurance plans after 30 days of employment for self and eligible dependents
- Term Life Insurance and Voluntary Accidental Death & Dismemberment Insurance for self and eligible dependents
- Optional Healthcare and Dependent Care Flexible Spending Accounts (FSAs)
- Disability benefit options such as Short-Term Disability and Long-Term Disability
- Supplemental insurance options such as Group Accident, Group Critical Illness, and Group Hospital Indemnity
- Optional General Retirement System (Pension) enrollment and Deferred Compensation
- Paid vacation, sick leave, and holidays

## Application and Selection Process

We invite qualified professionals to submit applications and resumes online by visiting [www.jobsquest.org](http://www.jobsquest.org) by **July 4, 2025**. All applications need to be submitted by 11:59 p.m. cst of the posted close date. Applications will be screened against criteria provided.

Applicants who apply for this position can be considered for other senior-level exempt executive positions (e.g., Deputy Director and Director level) of the Jefferson County Commission should future vacancies become available.

The Jefferson County Human Resources Department has tentatively scheduled a full-day Assessment Center on **July 31, 2025**, for those named as finalists.

### For more information, contact:

Valarie Nealey | Recruiting and Placement Partner  
[nealeyv@jccal.org](mailto:nealeyv@jccal.org) | 205-325-5836

This position is not part of the Merit System and, therefore, is neither subject to the Rules & Regulations of the Personnel Board nor provided the rights of a Merit System. Should you have additional questions about this position, please contact the Jefferson County Human Resources Department at 205-325-5249.



Jefferson County Commission is an Equal Opportunity Employer