

## **DEVELOPMENT SERVICES DEPUTY DIRECTOR**

### ***Description:***

This is a full-time, exempt position as a Development Services Deputy Director with the Mile High Flood District (MHFD). This position involves leading and supporting the land development community through coaching and mentorship, while working closely with the Development Service Director to lead Development Services and manage the District's engineering workforce. Responsibilities include oversight, coordination, and guidance for the Program Managers and their staff.

The Development Services Deputy Director helps shape strategic direction and leads initiatives that promote economic growth with a focus on sustainability, resilience, and community well-being. This role manages long-range planning, infrastructure design and construction, and ongoing public asset oversight, ensuring alignment with MHFD's mission and local government objectives.

### ***Duties and Responsibilities:***

#### **Strategic Planning & Development Service Leadership**

- Collaborates with the District's leadership team to develop and implement service structure, strategic plan, and annual Work Plan aligned with the District's mission and vision.
- Regularly evaluates service components, staffing, and leadership roles to measure effectiveness and guide prudent adjustments.
- Analyzes policy issues and guides service improvements that benefit the community, ensuring alignment with District priorities.
- Assists the Development Services Director in managing operations, administering the annual budget, controlling expenditures, and identifying revenue sources.

#### **Staff Leadership & Organizational Culture**

- Provides general oversight of Development Services operations, working closely with staff to understand needs, assign responsibilities, and support retention and satisfaction.
- Maintains a high-quality onboarding experience and assists leadership in coaching, mentoring, and guiding staff to foster a safe, inclusive, and high-performing work environment.
- Supports District values and culture through team-building efforts, diversity and inclusion initiatives, and consistent communication practices.

#### **Performance, Accountability & Service Delivery**

- Develops and oversees performance metrics and tracking systems to ensure efficient, effective, and accountable service delivery.
- Evaluates and directs changes to service-wide policies, procedures, and practices to maintain high standards and responsiveness.

- Reviews and approves contracts to ensure integrity and alignment with the District's mission, vision, and values.
- Leads complex, high-profile projects involving competing interests and multiple objectives, applying strategic decision-making and facilitation skills.
- Evaluates ethical and legal implications of new initiatives in coordination with legal counsel.

### **Industry Engagement**

- Represents the District's interests to external stakeholders and provides technical guidance to the Executive Director, MHFD Board of Directors, local governments, and metro district Planning Boards.
- Cultivates trust-based relationships with the land development community and local governments, and resolving competing interests through skilled mediation and collaboration.
- Monitors industry practices and emerging trends in planning, sustainability, public administration, and leadership, using data to inform strategic choices and keep staff informed.
- Maintains accountability and excellence in customer service.

### ***Minimum Qualifications:***

- Bachelor's degree from an accredited college or university with significant course work in the areas of Planning, Urban Studies, or related fields. A Master's degree or possession of an A.I.C.P. certificate is desirable.
- Minimum of twelve (12) years of professional experience in engineering, planning, economic development, design, construction, or related fields, including at least seven (7) years supervising staff and four (4) years in progressively responsible roles within or in partnership with public agencies in planning, public administration, or related areas.

### ***Key Competencies:***

- Strategic and innovative leader with a future-focused vision and the ability to navigate ambiguity and drive change.
- Builds strong relationships across staff, stakeholders, and community partners, with political and business acumen.
- Skilled communicator, presenter, and facilitator who fosters open dialogue and collaboration.
- Coaches and mentors staff, identifies talent, and promotes a culture of growth, inclusion, and continuous improvement.
- Applies deep technical and domain expertise with a continuous improvement mindset to solve complex problems, takes calculated risks, and deliver mission-aligned solutions.
- Demonstrates emotional intelligence, empathy, and a service-oriented mindset in interpersonal relationships.
- Stays knowledgeable of trends and current thinking in the fields of planning and sustainability, public administration, project management, leadership, and employee management, and uses all forms of data and information to drive a vision for the future.

***Availability and Salary:***

- Immediate Opening
- Starting compensation range: \$150,000 - \$180,000/annual
- Application Closing Date: Friday, October 10, 2025

***Contact:***

Send cover letter, résumé, and answers to the attached Applicant Questions to Amelia Deleon, Human Resources Director, [adeleon@mhfd.org](mailto:adeleon@mhfd.org)

**MHFD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**

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Last revised: September 2025

## Applicant Questions Attachment

Candidates,

As part of your application, we'd like to get to know you beyond your resume. Please take a moment to respond to the following questions either in your cover letter or as an attachment. Your answers will help us better understand your motivations, values, and how you approach your work. We're not looking for perfection—just authenticity, thoughtfulness, and a glimpse into what makes you a great fit for this role and the MHFD team.

1. MHFD works closely with local governments and metro district Planning Boards. Describe a time when you successfully navigated intergovernmental or cross-agency collaboration. What challenges did you face, and how did you resolve them?
2. This role involves shaping strategic direction and leading initiatives that promote economic growth. Share an example of a strategic initiative you led that had measurable impact on community development or infrastructure resilience.
3. MHFD values innovation and responsiveness in public service. Tell us about a policy or process improvement you championed. What was the outcome, and how did you measure success?