DIRECTOR OF DEVELOPMENT SERVICES

I. Position Identification:

A) Title: Director of Development Services

B) Bargaining Unit: Department Head

C) Customary Work Hours: 8:00 a.m. until 5:00 p.m.

D) Customary Work Days: Monday through Friday, some weekend and evening work necessary

E) Reports To: City Manager

F) Directs the Work of: Managerial, supervisory, professional, technical and clerical staff

G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Equivalent to a Bachelor’s degree from an accredited college or university in Land Use Planning, Environmental Studies, Public Administration, Business Administration, or related field.

Experience: Eight (8) years of increasingly responsible experience in community development related activities, including three years of administrative and supervisory responsibility.

Licenses and/or Certificates Required: Possession of a valid California Class C driver’s license

II. FLSA Status: Exempt

III. Position Summary:

Under the general direction of the City Manager, the Director of Development Services is responsible for planning, organizing, directing and reviewing the activities and operations of the Community Development Department including current and advanced planning, building safety, code enforcement, and housing; coordinating assigned activities with other departments and outside agencies; and
providing highly responsible and complex administrative support to the City Manager and Planning Commission.

The Director of Development Services exercises great latitude and authority in the administration of the department.

IV. Essential Functions:

1. Develop, plan and implement department goals and objectives; recommend and administer policies and procedures related to planning, building inspection and development engineering operations.

2. Coordinator department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.

3. Direct, oversee and participate in the development of the department’s work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

4. Manage and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

5. Monitor overall growth and development relative to the General Plan; design, prepare and recommend appropriate codes and ordinances related to the General Plan, land use, subdivisions, and other community development matters; administer current ordinances; prepare revisions as needed.

6. Coordinate and manage the review of private and public development projects; conduct public hearings as required.

7. Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

8. Serve as liaison with developers, contractors, and citizen groups regarding planning related activities and projects.

9. Represent the department to outside groups and organizations and Federal, State, county, and local officials on planning, building inspection, housing, flood plain management and related issues; participate in outside community and professional groups and committees; provide technical assistance as necessary.

10. Research and prepare technical and administrative reports and studies; prepare written correspondence; provide technical presentations to the City Council and Planning Commission.
11. Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

12. Perform related duties as assigned.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- Advanced principles and practices of land development including current and advanced planning.
- Principles and practices of building safety and code compliance.
- Theory, principles, and content of General Plan, specific plans and land use regulations.
- Advanced project management principles.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Research methods and sources of information related to urban growth and development.
- Principles of economics and statistics.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Modern office methods and equipment, including computer and associated software applications.

B. Skill at:

- Taking initiative and exercise independent, sound judgment.
- Preparing clear, concise and comprehensive written reports.
• Relating effectively with the public, outside agencies, and other stakeholders, including those who take positions in conflict with the City.

• Operating an office computer and requisite software applications.

C. Ability to:

• Plan, direct and control the administration and operations of the Community Development Department.

• Develop and implement department policies and procedures.

• Develop, recommend, interpret and apply the City’s General Plan, Zoning Ordinance and other related regulations.

• Design, prepare and recommend appropriate codes and ordinances relating to the General Plan, specific plans, land use, subdivisions, and other development matters.

• Administer current ordinances and prepare revisions as needed.

• Gain cooperation through discussion and persuasion.

• Successfully develop, control and administer the department budget and expenditures.

• Prepare and present technical information that is meaningful to a wide variety of audiences.

• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

• Interpret and apply standards, codes, regulations, and department policies, procedures, rules and regulations.

• Communicate clearly and concisely, both orally and in writing.

• Supervise, train and evaluate assigned personnel.

• Establish and maintain effective working relationships with those contacted in the course of work.

VI. Physical Demands/Qualifications:

• Manual dexterity and vision sufficient to operate computer systems for potentially long periods of time without experiencing abnormal hand, wrist, or eyestrain.

• Hearing sufficient to understand conversations, both in person and on the
• Hand and finger dexterity sufficient to grasp and use safety equipment.
• Verbal communications, including projecting a voice that can be heard in a noisy environment.
• Ability to sit, stand, walk, stoop, bend, climb, twist, crawl, kneel, and walk for potentially long periods of time throughout the workday.
• Ability to drive a motor vehicle.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number of different levels, both verbal and written.
2. Demonstrate a high level of integrity.
3. Operate effectively under deadlines.
4. Be organized, detail oriented and possess the ability to prioritize a number of projects.

VIII. Environmental Conditions:

1. Office working conditions are clean, well lit, and free from extreme temperatures and humidity.
2. Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements.

IX. Other duties and requirements

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.