

DEVELOPMENT SERVICES DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Development Services Department including the City's Permit Center, Development Engineering Division, Planning Division, Code Enforcement and Building Division; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant City Manager.

DISTINGUISHING CHARACTERISTICS

The Director of Development Services is a department head responsible for directing the activities of the Department of Development Services. The incumbent exercises considerable judgment and discretion in the administration and direction of the department and its operations. This is an unclassified position in which the incumbent serves at the will of the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from an Assistant City Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations especially when associated with the City's entitlement or permitting processes; provide staff assistance to an Assistant City Manager; prepare and present staff reports and other necessary correspondence.

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.

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

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.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Development Services Director

- 4 -

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Provide direction and technical assistance to the various divisions within the Development Services Department.

Ensure the City's Core Competencies of "Focus on People", "Build Trust", "Ensure Accountability", "Communicate effectively", "Collaborate Inclusively" and "Make Quality Decisions" are integrated into the workplace; model the City's Core Competencies in all interactions with the workforce and the community.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of permit processes and code compliance as it is applied to building, and engineering.

Principles and practices of land development, entitlements and permitting, related to private development projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

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.

Ability to:

Plan, direct and control the administration and operations of the Development Services department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures;

observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

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

Interpret and apply construction and design standards, various codes and 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.

Experience and Training

Experience:

Seven years of increasingly responsible experience in community development including three years of administrative and management responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major coursework in planning, engineering, public administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

08-29-18

11-15-12 Development Services Director