

## **Director of Development Services**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Development Services Department, which includes Planning, Building Services and Housing operations; coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; establishes department goals, objectives, policies and procedures; provides highly complex staff assistance to the Planning Commission and the City Council; serves as a technical resource for assigned staff; performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Director of Development Services is the Department Head level class responsible for the overall operation of the City's Development Services Department, including Planning, Building Services and Housing operations. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

### **SUPERVISION RECEIVED/EXERCISED**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

### **ESSENTIAL FUNCTIONS**

Accepts full responsibility for all Development Services Department activities and services, including Planning, Housing, and Building and Safety operations; coordinates activities with other City officials, departments, contractors, outside agencies, organizations and the public; provides highly complex staff assistance to the Planning Commission and the City Council.

Directs and participates in all advanced and current planning, building, housing and design review activities for the City; directs and participates in the maintenance and update of the City's General Plan; evaluates projects for consistency with the General Plan, zoning and subdivision ordinances, and other applicable rules, regulations and policies; directs building inspection activities; supervises the preparation of the Capital Improvement Program; oversees improvement plan checking and ensures compliance with appropriate laws, ordinances and regulations.

Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

Plans, directs, coordinates and participates in the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and

procedures; identifies and resolves problems and/or issues.

Administers and oversees the management of a variety of planning, building and housing agreements, contracts and contractors; ensures compliance with performance and cost agreements; evaluates cost effectiveness of agreements.

Oversees the selection, training and evaluation of programs for all Development Services personnel; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.

Serves as liaison with various federal, state, regional, county, city and special district agencies on City planning-related matters; provides responsible and complex staff support to the City Council, City Manager, and Planning Commission; develops recommendations for policies, laws, ordinances, resolutions and programs related to Development Services activities.

Prepares, manages and coordinates the development of the Development Services Department budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.

Attends and participates in professional and community meetings; stays current on issues relative to the fields of planning, building inspection, code enforcement and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.

Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge of:**

1. Modern principles, practices and techniques of current and future planning, housing and community development;

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2. California regulations relating to subdivisions, annexations, zoning, housing, redevelopment and land use;
3. Physical design, demographic, environmental, economic and social concepts as applied to municipal planning, community development and housing;
4. Principles and practices of contract negotiation and administration;
5. Technological advances in land use planning;
6. Principles and practices of program and budget development, administration and evaluation;
7. Methods and techniques of supervision, training and motivation;
8. Basic principles of mathematics;
9. Applicable federal, state and local laws, codes and regulations;
10. Methods and techniques of scheduling work assignments;
11. Standard office procedures, practices and equipment;
12. Modern office practices, methods and equipment, including a computer and applicable software;
13. Methods and techniques for record keeping and report preparation and writing;
14. Proper English, spelling and grammar; and
15. Occupational hazards and standard safety practices.

**Ability to:**

1. Represent the interests of the City with a variety of boards, committees, commissions, outside agencies and the public;
2. Read and interpret maps, sketches, plans, drawings, specifications and technical manuals;
3. Develop and administer a budget;
4. Supervise and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels;
5. Negotiate and oversee contracts;
6. Coordinate, develop and conduct training programs for assigned staff;
7. Attend evening meetings as required;
8. Plan, organize, train, evaluate and direct work of assigned staff;
9. Perform mathematical calculations quickly and accurately;
10. Interpret, explain and apply applicable laws, codes and regulations;
11. Read, interpret and record data accurately;
12. Organize, prioritize and follow up on work assignments;
13. Work independently and as part of a team;
14. Make sound decisions within established guidelines;
15. Analyze a complex issue, and develop and implement an appropriate response;

16. Follow written and oral directions;
17. Observe safety principles and work in a safe manner;
18. Communicate clearly and concisely, both orally and in writing;
19. Establish and maintain effective working relationships; and
20. Operate an office computer and a variety of word processing and software applications.

### **EXPERIENCE AND EDUCATION**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Director of Development Services. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible experience in urban or regional planning and/or development engineering, including three years in a supervisory or management capacity, and a bachelor's degree in urban or Regional planning, public administration or related field or equivalent.

### **LICENSE OR CERTIFICATE**

Possession of, or the ability to obtain by appointment, a valid California Class C driver's license.

### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.