

DEPUTY DIRECTOR OF DEVELOPMENT SERVICES

DEFINITION

Under general direction of the Director of Development Services, helps plan, direct, supervise, and coordinate the activities and operations of the Development Services Department; provides highly complex staff assistance to the Director of Development Services, the Planning Commission, and the City Council; acts for the Director of Development Services as required; serves as a technical resource for assigned staff.

DISTINGUISHING CHARACTERISTICS

This is a management level classification that reports to the Director of Development Services. The Deputy Director assists with more complex administrative and management responsibility within the Development Services Department, which may include, but is not limited to: application of the Zoning Ordinance and Planning/Land Use regulations; development review services and processes; Permit Center functions and operations; and contact and outreach with public officials, professionals, civic organizations and other interested groups. This classification is distinguished from the Director of Development Services in that the latter is responsible for overall management and functions of the department.

SUPERVISION RECEIVED

Receives general direction from the Director of Development Services.

SUPERVISION EXERCISED

Provides supervision to managerial, professional, technical, and clerical personnel, and has first-line accountability for the success of all departmental operations.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Assists in establishing and implementing planning, zoning, development, and environmental program goals, objectives, policies and priorities.

Is responsible for developing performance measures for the department, communicating performance expectations to staff, holding staff members accountable for productivity against those measures, and reporting progress on the measures regularly to the Department Director.

Administers and directs the day-to-day activities and operations of the Development Services Department, including enforcement of local, state and federal codes; permit processing functions; and other duties as directed.

ESSENTIAL DUTIES (Continued)

Directs and oversees the development and implementation of departmental strategic plans and initiatives, focusing on services and transparency to meet community needs, and evaluating the outcomes in terms of effectiveness and cost efficiency.

Plans, organizes, directs and coordinates, through subordinate staff, various programs, activities and operations of the Department.

Directs the processing of development permits.

Provides highly complex staff assistance to the Director of Development Services, the Planning Commission, and the City Council.

Confers with and presents staff recommendations to community groups, City Council, city staff, and advisory bodies.

Responds to the most complex and difficult inquiries and requests for information, including public records act requests, and resolves service issues or complaints.

Coordinates activities with other divisions, departments, and outside agencies or organizations.

Supervises, trains, and evaluates managerial, professional, technical, and clerical staff.

Assists in selecting and overseeing consultants and outside professional services.

Assists in overseeing contract administration, monitoring, and evaluation.

Assists in developing grant administration policy and procedures.

Prepares or directs the preparation of grant and permit applications, pursues federal and state grant funds and permits, and ensures project compliance with grant or permit regulations.

Assists in budget preparation and administration.

Evaluates departmental activities periodically, including assessing implementation of alternative activities to increase effectiveness and efficiency.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of :

Principles, practices, and techniques of urban planning, economic development, zoning administration, site planning, subdivisions, architecture, and landscape architecture.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Principles and practices of real estate finance.

State laws and municipal and county ordinances governing land use, zoning, subdivisions, and environmental regulations.

Principles and practices of effective administration, personnel management, contract negotiation, grant writing, and budget preparation and development.

Research and analysis methodologies, including program monitoring and evaluation methods.

Community agencies and resources.

Funding sources and methodology for obtaining funds.

Principles, practices, and techniques of public administration.

Ability to:

Plan, direct, supervise, and coordinate the work of the Development Services Department.

Properly interpret and record data and plans and make decisions in accordance with appropriate laws, regulations, and policies.

Identify community needs and develop plans and programs responsive to those needs.

Communicate clearly and concisely, orally and in writing.

Establish and maintain effective working relationships with the public, developers, consultants, staff, government officials, and public bodies.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively and increasingly responsible supervisory and administrative experience in program planning, community development, or economic development involving program development, capital improvements, data analysis, and organization-wide coordination.

EXPERIENCE AND EDUCATION (continued)

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Planning, Economics, Public Administration, or closely related field. A Master's Degree in urban or regional planning is highly desirable.

Licenses and Certificates: Possess and maintain a valid class C California driver's license.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

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AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt