CITY OF OCEANSIDE

OCTOBER 2007
CLASS CODE: EXEC13
UNIT: UNREP/EXECUTIVE

DEVELOPMENT SERVICES DIRECTOR

*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.*

DEFINITION

To direct the activities of the Development Services Department including planning, building, and engineering services; to coordinate assigned development activities with other departments, to control subdivision and property development through subordinate management staff, to represent the City in negotiations related to land use and development, and to provide highly responsible professional and technical staff assistance to the City Manager.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, develops, organizes, implements, directs and controls policies, goals, objectives and priorities for City planning, building permits and inspections, and engineering services through subordinate management staff. Consults with and provides guidance and direction to department heads concerning organizational, operational, financial and budgetary goals, objectives and problems. Recommends and administers policies and procedures. Manages the development and implementation of department goals, objectives, policies and priorities for each assigned area. Establishes appropriate service and staffing levels within City policy and allocates resources accordingly. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement and directs and implements changes. Assigns projects and programmatic areas of responsibility.

Guides, coordinates, and controls assigned divisions and directs department administration. Manages and participates in the development and administration of the annual budget to include staffing, equipment, materials and supplies projections. Directs the monitoring and approval of expenditures. Directs the preparation and implementation of budgetary adjustments as necessary. Acts as official department representative to other City departments, City Manager's Office, officials, neighborhood associations and outside agencies. Explains and interprets department programs, policies and activities. Negotiates and resolves sensitive, significant, and controversial issues. Oversees operation and updating of required department record keeping such as codes, ordinances, legal documentation, payroll, purchase requisitions and other transactions. Prepares and presents staff reports and other necessary communications. Provides staff support to a variety of boards and commissions. Attends City Council meetings and takes necessary action regarding Council agenda items. Prepares comprehensive written reports for department action or other City boards or commissions; makes oral presentations to same; prepares annual reports required for State or Federal agencies or other interested parties.

Provides administrative direction and supervises professional, managerial, technical, clerical and supervisory employees. Assign, schedules, guides and monitors work. Appraises employee

performance and reviews evaluations by subordinates. Provides for training and development of staff. Counsels, motivates and maintains harmony among staff. Identifies and resolves staff differences, conflicts and deficiencies. As an appointing official, interviews applicants and approves hiring, termination, discipline, pay or other employee status changes in accordance with established procedures. Enforces personnel rules and regulations and work behavior standards firmly and impartially.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive urban planning and civil engineering.
Principles and practices of economics and statistics.
Principles of organization, administration, budget and personnel management.
Principles of policy development and implementation.
Principles and techniques of management and supervision.
Research methods and sources of information related to urban growth and development.
Laws, ordinances and regulations underlying building inspection, code enforcement, general plans, environmental matters, engineering, zoning and land use.
Building and inspection methods and techniques.
Economics, engineering, municipal finance, and other related subjects as applied to city development.
Federal and State acts, laws and regulations pertaining to and affecting California community development, including property acquisition, funding and financial methods, disposal, rehabilitation and relocation.
General computer applications.

Ability to:

Plan, assign, and coordinate the work of professional, technical and clerical staff.
Plan, prioritize and direct varied community development activities.
Delegate authority and responsibility as well as schedule and program work on a long-term basis.
Develop and administer sound departmental policies.
Investigate and analyze administrative and technical problems, reach practical and logical conclusions, and effectively develop plans, procedures and policies.
Calculate long, short and interim budgetary projections for projects, capital equipment outlay, materials, supplies, facilities, personnel and other expenses.
Identify, coordinate and resolve a wide variety of interests in the development of land use policy.
Firmly and impartially exercise appointing officer authority and interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain effective working relationships with other employees, City officials, vendors, contractors, outside agencies, and the general public.
Develop and present clear and concise oral and written communication to make presentations and persuade, negotiate and resolve differences of opinion or interpretation.
Identify, compile, organize and analyze data to prepare reports and maintain records, and analyze

and recommend solutions to technical problems encountered in reviewing plans. Interpret engineering, planning, and building programs to the general public.

Experience and Training Guidelines

Experience:

Eight (8) years of progressively responsible professional experience in engineering, building construction, planning or urban community development, or a closely related field, including four (4) years of supervisory and administrative management of a related major division or organization.

Training:

A Bachelor's degree or higher in Public Administration, Urban Planning, Civil Engineering Business Administration, or a related field. A Master's degree is highly desirable.

License:

A current, valid, California driver's license**.**

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens and other office equipment. Occasional driving to various City sites and construction sites to perform routine job functions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information. Walking to different areas at project sites. Work extended hours, weekends and holidays as an executive reporting to the City Manager.