

DIRECTOR OF DEVELOPMENT

Class Definition

Under general direction, plans, organizes, and directs the operations of the Development Department.

Distinguishing Characteristics

The Director of Development directs the operation of the Development Department. The incumbent is required to use independent judgement and discretion in directing the City's planning, development services, inspection, engineering services, annexations and research, and neighborhood preservation functions. This class is distinguished from Assistant Director of Development in that incumbents of the latter class are responsible for directing the day-to-day operations of several divisions of the department. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Establishes broad departmental policies, and directs and coordinates the work of subordinates in carrying out programs and established policies.

Directs departmental staff in advising the City Council, Planning Commission, and various boards and commissions in determining broad policies and in rendering specific decisions.

Directs the preparation and maintenance of the General Plan.

Recommends new standards and ordinances pertaining to the City's development program; recommends revisions to those in existence.

Makes recommendations to grant or deny approval of rezonings, conditional use permits, variances, site plan reviews, and minor plan deviations.

Consults with other department heads, developers, citizens, and officials on development matters.

Directs the preparation of final budget requests for submittal and administers approved budget.

Develops and coordinates the Environmental Quality Program.

Attends meetings of various boards, commissions and committees as required regarding the general plan, zoning ordinance, urban growth management, environmental assessments, land divisions, building codes, development proposals, and other related matters.

Performs related duties as required.

Knowledge, Abilities, and Skills

Extensive knowledge of the principles, purposes, and application of building and construction codes, planning and zoning ordinances, and urban renewal.

Extensive knowledge of the organization and functions of city government.

Extensive knowledge of construction and construction inspection.

Ability to administer a variety of on-going activities which involve complex planning, structural engineering, construction or development matters.

Ability to establish and maintain effective working relationships with subordinates, City officials, and the public.

Ability to formulate substantive recommendations for planning, urban renewal, engineering, and safety and construction standards.

Ability to develop, implement, and administer comprehensive development programs and standards.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, public administration, political science, social sciences, civil engineering, architecture, landscape architecture, or related field; and five years of administrative or management experience in one or more of the following areas: governmental planning, civil engineering, architecture, construction inspection, or a related field. Additional qualifying experience may be substituted for education on a year-for-year basis.

Necessary Special Requirement

May require possession of a valid California Driver's License at time of appointment.

APPROVED: _____

DATE: _____

Director of Human Resources