

DEFINITION:

Under administrative direction, coordinates, and manages the efficient direction, organization and operation of the land development process in Community Development, Public Works and Fire Department as well as establishing a job retention/creation program.

EXAMPLES OF DUTIES:

NOTE: The duties performed by the Director of Development Services include, but are not limited to, the following:

1. Plans, organizes, and performs activities relating to land use and development, building regulation, economic development and permit issuance.

Measures: Enforces ordinances, rules and regulations of the City related to the orderly and efficient development of land within the City.

2. Operates a consolidated permit center for land development permits.

Measures: Permit processing is streamlined, the involvement of other departments occurs in a timely manner, the public feels good about the permit process and the perspective of the City aligns with that of the customer in treating a land development project as a single project from beginning to end. Information conveyed to customers is accurate and does not require a lot of visits to find out information on how or if they need permits.

3. Manages and participates in revisions, updates and implementation of the General Plan, the Zoning Ordinance, and other land development codes.

Measures: Ordinances, resolutions and policies are fair, defensible and adequate for the purpose for which they were written.

4. Presents information on assigned matters to the City Manager, City Council, Planning Commission, the public and other departments.

Measures: Accurate and thorough reports, reports are complete and prepared in a timely manner, delays are minimized and recommendations are well thought out.

5. Maintains reports and record keeping in compliance with applicable federal, state and local laws.

Measures: Records are complete, accurate and available for use.

6. Works with departments in establishing goals and evaluating employees working within the permit and development process.

Measures: Staff is professional, hard working, well trained, accountable for their actions, and understands what they are supposed to do. There is a bias to meet the needs of the customer in a timely and courteous manner. Employees have a positive attitude about their job, the value of the work they are doing and work together to accomplish the missions of the City and the department.

7. Oversees the preparation of the budget and controls expenditures within the areas responsible for permits and land development.

Measures: Budgets reflect department needs and customer service requirements. Expenditures are monitored and stay within budget. Procedures are reviewed on a regular basis to look for efficiencies in operation and less expensive ways to do things.

8. Establishes a strong relationship with the Chamber of Commerce, the Economic Development Corporation, and the business community to retain and create jobs in the community.

Measures: Develop a good tracking system that measure performance of job retention and creation.

9. Establishes a marketing program for development of the Airport Business Park.

Measures: Business and/or industries build on City property at the Airport.

10. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of management of a City department, and general knowledge of federal, state and local laws related to zoning, general plan, building codes, budgeting, subdivisions, environmental review, traffic planning and economic development.

Ability to:

Interact effectively with the public and employees. Communicate effectively both orally and in writing; prepare written and oral presentations, including drawings and graphics; collect, research, and analyze data and recommend revisions to ordinances, plans and policies; prepare or revise development proposals, edit reports, memos and letters; enforce City policies and City decisions and regulations; implement departmental operating standards.

Education:

Any combination of training and experience that provides the needed knowledge skills, and abilities is qualifying. A typical education would include a Bachelor's Degree from an accredited college or university in Planning, Engineering, Economic Development, Construction, Land Development, Business or a related field.

Experience:

Ten years of progressive experience in planning, economic development, engineering, or construction, including five years of management or supervisory experience. A successful track record of streamlining development processes, economic development and/or management of similar functions is desirable.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.