

DEFINITION:

Under general direction, assist the Director of Development Services in planning and coordinating the efficient direction, organization, and operation of the land development process and manages and oversees the building and code enforcement division and land development division of the Development Services Department.

EXAMPLES OF DUTIES:

NOTE: The duties performed by this classification include, but are not limited to the following:

1. Assist and advise the Director of Development Services on land use and development, and building regulation matters.

Measures: Participates as a member of the Department's senior management team. Provides input and manages activities which support overall improvement of the Department. Works for the common good. Is involved in joint problem solving and is viewed as an asset to the department, by City and by peers. Director is kept well informed and advised on issues related to or affecting the Development Services Department so that decisions are made that result in the greatest public good within available resources.

2. Plan, organize, and oversee activities relating to land development, building regulation, and code enforcement.

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

3. Manage, coordinate, and evaluate the activities of a consolidated permit center for development related 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.

4. Work with departments in establishing goals, coordinating activities, 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. Departmental cooperation provides efficient and effective services to the public. Employee performance evaluations are accurate and completed in a timely manner.

5. Assist in the preparation of the department budget and develop and monitor the budget for the building and code enforcement and land development divisions.

Measures: Budget submitted is complete, realistic and sufficient to meet know departmental and City needs. Budget is carefully monitored and no unavoidable deviations are made.

6. Develop general policies, standards and procedures, draft code amendments, review and implement new building and land development laws, assure compliance with City and State building and land development laws. Act as final authority on code interpretations.

Measures: Delegates and oversees division work load among staff in a fair and equitable manner. Local problems are addressed and resolved; amendments are accurately prepared. Interpretations are uniform, and problem areas are resolved. New codes are adopted in a timely manner. Minimum state and local codes are met.

7. Respond to inquiries and/or advise the general public, contractors, consulting engineers, property owners/developers of construction. Give public presentations to public officials and other organizations.

Measures: Represents the department in a professional and knowledgeable manner. Is organized and prepared to represent the department. Provides friendly and effective customer service. Demonstrates effective inter-personal and inter-organizational skills and a “can do” attitude. Effective and thorough communication skills.

8. Serve in the capacity of the director in the director’s absence.

Measures: Delegates and oversees department workload. Attends Planning Commission, City Council, and other meetings as department representative.

9. Perform other related duties as assigned.

## QUALIFICATIONS:

### Knowledge of:

Effective public management techniques, budget preparation, construction, building codes, land development regulations, applicable laws, regulatory codes, Subdivision Map Act, contract administration, plan checking, building inspection, code enforcement, customer service and management techniques, working knowledge of computer systems and computer-aided drafting methods, and effective supervisory skills and techniques.

### Ability to:

Interact effectively with the public and employees. Supervise others, coordinate the review of designs, plans, specifications, estimates, reports and recommendations; review plan checks and inspection work, maintain cordial relations with builders; establish and maintain cooperative working relationships within the department, other public officials, civic organizations, and the general public; communicate effectively and persuasively both verbally and in writing and effectively manage and supervise assigned staff; enforce Municipal Code requirements; and read, interpret, and explain building construction plans and specifications.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent, with major course work in engineering, architecture or a related field.

Experience:

Typical experience would include seven years of relevant progressively responsible professional experience; five years in a management level position, including two years direct supervisory experience.

Special Requirements:

Registration as a Professional Civil Engineer or Architect in the State of California.

Council of American Building Officials (C.A.B.O.) Certification as a building official.

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