



Department: Development Services
Prepared By: Carla Thompson

FLSA Status: Exempt
Prepared Date: April 2016

JOB TITLE: Development Services Director

SUMMARY:

The Development Services Director is responsible for overseeing the planning, building and code enforcement functions of the City, which requires a considerable degree of independence and sound professional judgment. The duties of the Department include current and long-range planning, environmental review, building inspection, plan review, code enforcement and business licensing. The Director reports to the City Manager and serves as technical advisor to the Planning Commission, City Council, City committees and other City officials on matters related to planning, development and code enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:

- Manages the development and implementation of department goals, objectives, policies and priorities. Identifies opportunities for improvement and directs and implements changes.
- Develops, interprets, implements, directs and enforces complex City, state and federal regulations, policies, goals, objectives and priorities for City planning, environmental review, building and construction, permit issuance and code enforcement. Negotiates and resolves sensitive, significant, and controversial issues.
- Oversees the operation of a consolidated permit center for land development permits to ensure the permit process is streamlined, the involvement of other departments occurs in a timely manner, and information conveyed to customers is accurate.
- Maintains up-to-date knowledge of emerging regulations, pending legislation and development trends that impact the City.
- Manages and participates in the development and administration of the annual budget; approves and monitors expenditures and budgetary adjustments as necessary.
- Provides administrative direction and supervises professional, managerial, technical, clerical and supervisory employees. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; evaluates personnel; provides and coordinates staff training; prioritizes tasks; schedules staff assignments; monitors and reviews tasks.
- Counsels, motivates and maintains harmony among staff. Identifies and resolves staff differences, conflicts and deficiencies.
- Interviews applicants and approves hiring, termination, discipline, pay or other employee status changes in accordance with established procedures.



- Manages and participates in revisions, updates and implementation of the General Plan, Zoning Code, and other land development codes to ensure they are fair, defensible and adequate for the purpose for which they were written.
- Performs research and analysis; prepares staff reports, statistical reports, special research studies, maps, tables, charts, map exhibits, resolutions and ordinances and public informational documents regarding regulations and development within the City. Maintains reports and record keeping in compliance with applicable federal, state and local laws.
- Prepares and presents reports, resolutions, ordinances, proposed policy changes and other information to the City Manager, City Council, Planning Commission, regulatory agencies, the public and other City departments.
- Develops and reviews environmental documents pursuant to CEQA and NEPA (e.g., Initial Studies, Categorical Exemptions, Negative Declarations, Environmental Impact Reports, Environmental Assessments, Findings of No Significant Impact, mitigation measures, etc.).
- Coordinates project review and communicates with regulatory agencies such as California Department of Transportation, Department of Fish and Game, Army Corps of Engineers and Regional Water Quality Control Board to ensure compliance with state and federal regulations.
- Coordinates efforts with the Planning Commission, City Council and citizens in establishing long-range objectives, goals and policies as they relate to development in the City. Conducts workshops and solicits community input on special projects.
- Represents the City in meetings with community groups and outside agencies; represents the City in court on legal matters.
- Participates in regional planning efforts with outside agencies and coordination on community projects (e.g., Shasta Regional Transportation Agency, County of Shasta, City of Redding, Shasta County Public Health Department, Healthy Shasta, Gateway Unified School District, Chamber of Commerce, etc.)
- Reviews development proposals, blueprints, site plans, engineered drawings, legal descriptions, maps and related documents and assists developers, architects engineers, surveyors and other interested parties with land use proposals and building projects; provides information and assistance with respect to review procedures, permit requirements, zoning, development and land use regulations.
- Assists with the preparation of grant applications for housing, public works and planning projects; ensures environmental review is completed pursuant to grant guidelines.
- Serves as Floodplain Administrator for the City; ensures that all development complies with the requirements of the City's Floodplain Ordinance; communicates with the State Department of Water Resources regarding monitoring of the City's activities.
- Assists with technical aspects of economic development, including land inventory and zoning review, preparation of contract documents, preparation of marketing proposals,



and providing information on incentive programs available through the City and other agencies.

- Reviews and analyzes planning projects proposed by other jurisdictions and agencies to determine impacts on the City.
- Performs related duties as assigned.

OTHER JOB EXPECTATIONS:

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or related field. Master's Degree highly desirable.
- Ten (10) years significantly responsible experience in local government or closely related field and a broad knowledge base in the areas of development, planning, environmental review, building or related fields; three (3) years supervisory experience.
- Supervise, assign and direct work, and evaluate performance of staff.
- Read, interpret, understand, apply, explain and enforce building and zoning codes, applicable municipal codes, environmental laws and regulations.
- Establish and maintain effective working relationships.
- Evaluate, analyze, and assess land use proposals and plans and determine compliance with laws and ordinances.
- Compose clear and comprehensive letters, technical reports, resolutions and ordinances.
- Make clear and concise oral technical presentations and explanations to the Planning Commission, City Council and the public.
- Prepare and implement amendments to codes and ordinances.
- Read and comprehend plans, engineering drawings, legal descriptions, maps and related planning and zoning documents.
- Prepare and monitor a budget.



- Problem solving and conflict resolution practices and techniques.
- Use word processing, database and other related software applications, particularly Microsoft Outlook, Word, Excel, permit tracking software and GIS.
- Excellent interpersonal skills.
- Excellent oral and written communication.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Knowledge of policies, goals, objectives, organization and operation of City departments.
- Principles and practices of management, organization, training, administration, budgeting, customer service and work direction.
- Local and State laws pertaining to General Plans, zoning and land use planning.
- Principles and practices of urban planning and design.
- Local and State regulations and ordinances pertaining to building construction.
- Federal, state and local planning and zoning laws and regulations, including the State Planning Act and Subdivision Map Act.
- Knowledge of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements for environmental review.
- Statistical and research methods as applied to the collection, analysis and presentation of planning data and information.
- Research methods and statistics.
- Methods of Cartography and interpretation of scale.
- Knowledge of geography, culture and civic organizations of the City.
- Preparation of presentations to City and public groups.
- Knowledge of code enforcement and nuisance abatement procedures.
- Knowledge of occupational hazards and standard safety procedures.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid California driver's license.
- American Institute of Certified Planners (AICP) certification or ability to attain within one year.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.



- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.