



## Deputy Development Services Director Classification Specification Non-Represented Senior Management

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under administrative direction, plans, manages, supervises, and coordinates the daily operations, services and activities of the Development Services Department including Engineering and Planning and capital improvement projects; coordinates division activities with other City officials and departments or outside agencies, and provides responsible and complex administrative support and performs other required duties as necessary.

### **DISTINGUISHING CHARACTERISTICS:**

The **Deputy Development Services Director** is a single class position with the overall responsibility for the administration of the department functions including environmental services, public work inspections, land development, capital improvement projects and General Plan, zoning, subdivision, environmental ordinances. The incumbent will serve as a resource and provide leadership to the assigned departments to create a collaborative environment where the staff works together to achieve the goals and objectives of the department.

### **SUPERVISION RECEIVED/EXERCISED**

Receives direction from the Assistant City Manager and/or designee, and exercises direct and indirect supervision of management, supervisory, professional, technical and administrative staff.

**ESSENTIAL FUNCTIONS:** *(The following is a typical list of duties assigned to the Deputy Development Services Director. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.)*

- Responsible for the strategic planning and execution of the assigned department and division activities and services; ensures that services are provided according to Federal and State laws, ordinances, rules, and regulations.



- Develops, implements, and maintains departments budget, goals, objectives, policies, and priorities for appropriate services; responsible for administration of the General Plan, zoning, subdivision, environmental ordinances, adopted development policies, construction permits, mapping system; and land development, capital projects, traffic and special projects such as water and wastewater systems and water quality management.
- Serves as a liaison and primary resource with private and public community organizations, cities, county and state agencies to address problems; attends and participates in professional and community meetings with community groups, other agencies and professional organizations and participates in task forces/committees as required; stays current on issues relative to the field of Engineering, Planning and safety; responds to and resolves sensitive and complex community and organizational inquiries and complaints and provides information and resources to City officials and departments.
- Coordinates, oversees and manages both in-house and consultant generated designs of development of tracks, capital projects schedules, and professional service contracts with outside consultants or contractors; directs planning studies and projects; prepares complex reports and identifies and resolves problems or issues facing the department.
- Advises and serves as principal staff to Development Review Committee, Planning Commission, and City Council with respect to community planning issues and current and capital construction projects, pending cases, and the involvement and application of established City Development policies and ordinances.
- Oversees and processes significant development projects including specific plans, major subdivisions, residential planned developments, commercial, and industrial complexes; monitors the design of systems, facilities and construction activities; compiles estimates, contract provisions, and specifications; approves completed plans.
- Serves as a resource for division personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Composes, prepares and analyzes staff reports and presentation materials; makes verbal and written presentations to City Staff, Management, Council, community associations, boards, outside agencies or organizations and schools.
- Conducts a variety of organizational and operational studies and investigations; research code requirements, new materials and legislation; recommends modifications to the program, codes, ordinances, policies, and procedures when necessary; prepares statistical, technical and analytical reports.
- Evaluates programs, procedures, operations and identifies, develops, recommends, establishes, implements and administers long-range goals, priorities, objectives, standards, programs and policies.



- Participates in the selection, orientation and training of new staff members; plans, organizes, and directs work of assigned staff; implements work plans; monitors, counsels, and evaluates staff performance; provides direction for performance improvement development and recommends appropriate disciplinary actions.
- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the position of Deputy Development Services Director. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's degree from an accredited college or university with major work in civil engineering, urban planning, public administration or a related field; six (6) years of progressively responsible experience in the assigned departments including public infrastructure; collaborations with elected officials, staff, developers, businesses, and residents and at minimum two (2) years of direct administrative leadership responsibility. A master's degree is preferred.

**License/Certificate:**

- Possession of, or ability to obtain, a valid class "C" California driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Theory, principles, practices and techniques of engineering, urban planning, economic development, and related development services; applicable Federal, State and local law, codes and regulations governing the administration of planning, community development and the design and construction of streets, water systems, capital projects and other public works projects; Subdivision Map Act, California Environmental Quality Act, and Professional Engineers and Land Surveyors Act; Government Code, Public Utilities Code, Streets and Highways Code; municipal planning applications modification, and interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function; methods employed in the preparation of land development projects; contracts, agreements, plans, specifications, procedures and forms associated with public works projects and laws research methods and sources of information related to urban growth and development laws, codes, regulations and principles of community redevelopment; principles and practices of public administration,



including budgeting, purchasing and the maintenance of public records; organization and functions of an elected City Council and appointed boards and commissions; the Brown Act and other laws and regulations governing the conduct of public meetings; the City's Personnel Rules and Regulations; planning, zoning and subdivision design; methods and techniques of public administration research, analysis, narrative, statistical, and technical writing, report preparation and presentation and record keeping; negotiation and conflict resolution techniques; principles of contract negotiation and administration; principles and practices of personnel administration, supervision and training.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

**Ability to:**

Plan, organize, direct, and coordinate comprehensive development services programs and services including engineering and planning; delegate, authorize, select, supervise, train and evaluate staff; prepare and administer the division's budget; allocate limited resources in a cost effective manner; interact effectively with the public; exercise flexibility, tact, confidentiality and diplomacy in dealing with sensitive, complex, and confidential issues and situations; analyze complex data in either statistical or narrative form and perform statistical and cost benefit analyses; analyze complex development issues and problems, evaluate alternative solutions, and develop sound conclusions, recommendations and courses of action; communicate effectively, both verbally and in writing; prepare verbal presentations and written reports; exercise sound, expert independent judgment within general policy guidelines; deal constructively with conflict and develop effective resolutions; respond to requests and inquiries from the general public; and establish and maintain cooperative working relationships.

**WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, crawling, lifting, stepping up and jumping over physical barriers, running or walking from one location to another in the performance of daily duties. The position also requires both near and far vision when performing animal care functions, operating assigned equipment, and reading written reports and other work related documents. Acute hearing is required when providing phone service and communicating in person. The noise level in the work environment is usually moderate when indoors and moderate to loud when in animal shelter facility and outdoors. The need to lift, carry, push, and pull animals, equipment and supplies weighing up to 40 pounds is required. When working outdoors, the incumbent may encounter extreme weather conditions, including, wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The incumbent may use



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cleaning chemicals, which may expose the employee to fumes, dust and air contaminants. Additionally, the incumbent may be exposed to blood-borne pathogens while using hypodermic needles on animals; animal scratches and bites; fumes, pungent odors, gases, chemicals, pollens, and other airborne irritants. The nature of the work also requires the incumbent to handle potentially dangerous large livestock and various wild animals (bats, snakes, bobcats, etc.), aggressive and biting animals, drive motorized vehicles, and often work with constant interruptions. Position also includes regular exposure to various zoonotic diseases.

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