

DEVELOPMENT SERVICES DIRECTOR/CITY ENGINEER**DEFINITION**

Plans, organizes and provides administrative oversight for engineering, capital improvement, planning, , building and maintenance functions for the City; plans and administers the development, maintenance and repair of City facilities, grounds, parks, vehicles and equipment; fosters cooperative working relationships with intergovernmental, regulatory agencies and various public and private groups; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Development Services Director/City Engineer receives administrative and general policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Direct supervision is provided over management, professional, technical and office support staff; indirect supervision is provided to technical, office support, operational and maintenance staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This single-position class administers a multi-function, coordinated public works/engineering/planning/building program, utilizing the services of professional and technical contractors as well as City staff. Responsibilities include coordinating the activities of the department with those of other City departments and local agencies to provide required services in an efficient, effective and economical manner. The incumbent is accountable for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
- Plans, organizes, administers, reviews and evaluates the work of management, professional, technical, office support and operational and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- In conjunction with contract professional engineering experts, develops long- and short-range plans, programs and capital improvement projects.
- Develops and administers the annual operating and capital improvement budgets for the department; recommends budget transfers, expenditures and purchases; works closely with the City Manager and representatives of other organizations regarding funding sources, projects and requirements.

- Serves as the City Engineer for the City; signs plans and/or drawings or reviews the work of professional engineers as required.
- Administers construction, maintenance and equipment acquisition contracts; ensures proper performance and adherence to contract provisions and authorizes progress payments.
- Administers the construction, modification, maintenance and repair of City buildings, facilities and infrastructure, including streets, sidewalks, underground piping systems and traffic signals.
- Administers the construction, maintenance and repair of all City parks and landscaped areas.
- Assists the Planning Commission and City Council in the continued maintenance and adaptation of the General Plan for the future development of the City as it relates to area wide planning.
- Participates in City long- and short-range planning activities; prepares modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narrative and statistical reports.
- May serve as the staff liaison to the Planning Commission.
- Administers City and contract staff in the maintenance and repair of equipment, including automobiles, trucks, construction equipment, pumps, motors, generators and power tools.
- Investigates and resolves requests for services, maintenance and complaints regarding public works, engineering, planning, building, and related functions.
- Prepares a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of departmental files.
- Represents the City in meetings with members of other public and private organizations, business and community groups, contractors, developers and the public.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of capital improvement and operating budget development, administration and accountability.
- Functions, services and funding sources of a multi-service municipal public works/engineering/planning/building department.
- Applicable federal, state and local laws, codes, ordinances and regulations.
- Computer applications related to the work.
- Principles of contract negotiation and administration.
- Concepts and practices of engineering plan review, building and public works inspection and the development and implementation of long- and short-range plans for the development and upgrading of City facilities.

- Principles, practices and procedures related to City and regional planning, particularly as related to the current planning and development process.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Concepts of municipal zoning, building and other municipal codes.
- Computer applications related to the work, including basic GIS concepts and applications.
- Applicable laws, codes and regulations.
- Basic principles of local government organization and public administration.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional and regulatory organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of a comprehensive Development Services Department (Public Works/Engineering/Planning/Building).
- Administering programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Developing and administering of the departmental operational and capital improvement budgets and recommending expenditures and purchases.
- Effectively representing the City in meetings with governmental and regulatory agencies, community groups, property owners, contractors, developers, business owners and the public.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining and directing the maintenance of accurate records and files.
- Using tact, initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Graduation from a four year college or university with major course work in business or public administration, engineering, economics or a field related to the work and EITHER three years of administrative or managerial experience, preferably in a municipal or similar public setting; OR five years of professional planning, engineering or related experience, including two years in a supervisory or administrative capacity.

License and Certification:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record. Must possess registration as a Professional Engineer in the State of California.

Working Conditions:

Works inside and outside. Must be able to attend off-hours meetings and travel to sites out of the City.

Physical Demands:

Must possess mobility to work in a standard office setting, to operate a motor vehicle and to inspect various development sites and public works facilities; vision to read printed materials and a computer screen and to make inspections as noted above; strength and stamina to lift and carry 25 pounds; and hearing and speech to communicate in person, before groups and over the telephone.