

## **DEVELOPMENT SERVICES DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Development Services Department including planning, economic development and housing; manages and coordinates the administration and activities of the Successor Agency and Oversight Board associated with the wind-down of Redevelopment; assists with the preparation of the City's annual fiscal year budget and ongoing monitoring; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council, Successor Agency, and City Manager/Agency Executive Director/Housing Authority Executive Director.

### **IDENTIFYING CHARACTERISTICS**

The Development Services Director is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic policy and problem solving issues relating to the assigned Department and the City overall.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes responsibility for all services and activities of the Development Services Department including planning, economic development and housing.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff and contract service providers; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; directs staff support to appropriate boards and commissions; meets with staff to identify and resolve problems.
5. Oversees the City's planning functions and activities; works with planning staff and outside contractors in the development, management and implementation of complex planning and policy programs and projects including advanced planning studies and the environmental and development review process for all private and public development activities in the City.
6. Resolves sensitive, controversial and complex planning and development related issues; solves problems with developers, property owners, the public, architects, engineers and planners.
7. Oversees the City's Affordable Housing services and activities; oversees and provides support to programs that provide safe, sanitary and affordable housing for the community.

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8. Administers the City's various economic development programs; conducts negotiations for the acquisition and disposition of real estate to support assigned programs.
9. Works with the City Manager in the development and implementation of the City's comprehensive economic development strategic plan aimed at promoting the retention and expansion of business activity within the community consistent with the goals, policies and programs within the General Plan; develops targeted marketing programs for identified business development.
10. Oversees and participates in the development and administration of the Department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
11. Works as part of the City's budget team; assists the Assistant City Manager/Administrative Services Director in preparing the City's budget; prepares expenditure and revenue calculations and projections as well as historical comparisons and trend analysis; manages the budgeting process including midyear reviews and budget modifications.
12. Selects, trains, motivates, and evaluates assigned personnel and contract service providers; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
13. Conducts the formal selection of required consultants; negotiates and prepares contracts with outside consultants.
14. Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
15. Provides responsible staff assistance to the City Manager; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to development services programs, policies, and procedures as appropriate.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of economic development; incorporates new developments as appropriate.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operational characteristics, services, and activities of development services.
- Principles and practices of program development and administration.
- Principles, practices and methods of economic development and job creation.
- Business, economic, and market forces and indicators.
- Labor market trends.
- Marketing, public information, and promotional techniques used in economic development.
- Principles, practices, and techniques used in real estate appraisals, prospect management, preparing and reviewing business plans, and the real estate development process.
- Land use planning and related regulations.

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Long range economic development planning.  
Principles and practices of contract development and administration.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Pertinent federal, state, and local laws, codes, and regulations including those related to commercial and industrial development and redevelopment.

**Ability to:**

Oversee and participate in the management of a comprehensive development services program.  
Oversee, direct, and coordinate the work of lower level staff and contractors.  
Select, supervise, train, and evaluate staff.  
Participate in the development and administration of departmental goals, objectives, and procedures.  
Coordinate multiple contracts, projects and cooperative ventures.  
Collect, analyze, compile and present information and data.  
Prepare and administer large program budgets.  
Prepare clear and concise administrative and financial reports.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Interpret and apply federal, state, and local policies, laws, and regulations.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, economics, planning real estate, marketing, or a related field. A Master's degree is desirable.

**Experience:**

Eight years of increasingly responsible experience in a development services related activities including three years of management and administrative responsibility.

**License or Certificate:**

Possession of an appropriate driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.