

CITY OF IRWINDALE

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 general administrative direction, plans, directs, manages, and oversees the activities and operations of the Development Services Department including engineering, public works, environmental services, building and safety, planning, economic development, code enforcement and mining compliance programs, services, and activities; coordinates assigned activities with other departments and outside agencies; represents the City in a variety of meetings with the State Mining and Geology Board and the State Department of Conservation; and provides highly responsible and complex administrative support to the City Manager and City Council.

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 full management responsibility for all Development Services Department activities including engineering, public works, environmental services, building and safety, planning, economic development, code enforcement and mining compliance programs.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Development Service Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Develops and implements the Department's Capital Improvement Program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance to plans; reviews and approves payments and billings for contract services.
9. Plans, directs, coordinates and reviews work plans for the Mining and Reclamation Division to ensure compliance with the State Mining and Reclamation Act and other outside agencies permitting requirements.

CITY OF IRWINDALE

Development Services Director (*Continued*)

10. Plans, manages, leads, oversees, and performs professional and technical work for the Engineering Division; provides technical direction to engineering staff and consultants relative to day-to-day traffic engineering operational issues; acts as the deputy City Traffic Engineer and provides in-house traffic engineering support to other departments; acts as the City's liaison in dealing with the Metropolitan Transportation Authority (MTA) and Caltrans on transportation issues related to the roadway system, freeway interchanges and other public transportation programs in the City.
11. Serves as the City Building Official; plans, directs, coordinates and reviews the work plans for the Building and Safety Division; prepares, updates and recommends building standards for adoption by the City Council; coordinates various agencies or departments in the permit application process; prepares and manages the annual budget for the Division; administers programs for building safety maintenance and abates hazardous conditions.
12. Administers and/or oversees the management of a variety of design, construction, and maintenance contracts and contractors to ensure compliance with performance and cost agreements; prepares and negotiates cooperative agreements with other jurisdictions and agencies for cooperative projects; evaluates the cost effectiveness of agreements; directs the preparation and maintenance of general records and correspondence; performs special studies and prepares reports.
13. Provides administrative and technical direction to the Irwindale Technical Advisory Committee relative to the development of technical policies and guidelines pertaining to the mining and reclamation of the open-pit sand and gravel mines in the City.
14. Administers Subdivision Map Act requirements for development; provides administrative and technical direction to the City's contract Land Surveyor relative to the review and approval of Tract and Parcel Maps.
15. Responsible for oversight of conditions of approval on development projects; provides technical oversight for inspection of private improvement projects in public right-of-way.
16. Administers the refuse and recycling contracts for residential refuse collection; monitor commercial hauling; ensures City compliance of AB 939 requirements.
17. Administers grant applications and grant administrative activities in partnership with other government agencies.
18. Manages and oversees the Business License Division and assures compliance with municipal code, policies, and regulations.
19. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
20. Represents the Development Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
21. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
22. Participates on a variety of boards, commissions, and committees including Planning Commission, City Council, and Redevelopment Agency.
23. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of community/economic development; incorporates new developments as appropriate.
24. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
25. 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:

- Operations, services and activities of a comprehensive Development Services Department including engineering, public works, environmental services, building and safety, planning, economic development, code enforcement and mining compliance programs services, and activities.
- Principles and practices of program development and administration.
- Principles, practices and techniques of civil engineering, including the planning, design, construction, contract management, and inspection of municipal public works projects.
- Principles and practices of street maintenance, traffic control device maintenance, equipment maintenance, storm drain systems maintenance, sewerage collection systems construction and maintenance, facilities maintenance, and capital projects.
- Urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services.
- Principles and practices of land use planning and development.
- Development review procedures and requirements.
- Current social, political and environmental issues influencing community development programs.
- Legislation related to economic issues.
- Short-term and long-term economic trends in local, county, state, and national economy.
- Land development, surveying methods, and techniques.
- Traffic engineering including the use of standard traffic control devices/equipment used in the profession.
- Principles, practices, and techniques of Mining Engineering.
- Methods and techniques of scheduling work assignments.
- Basic principles of mathematics.
- Leadership techniques.
- Grant administration practices.
- Methods of administrative, organizational, and cost analysis.
- Principles and practices of contract administration.
- Occupational hazards and standard safety practices.
- Proper English usage, including spelling, grammar, and punctuation.
- Advanced methods and techniques of effective technical report preparation and presentation.
- 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 codes, laws, and regulations.

Ability to:

- Manage and direct a comprehensive Development Services Department.
- Organize, prioritize, and follow-up on work assignments, projects, and studies to meet deadlines.
- Manage, oversee, review, and perform complex engineering computations.
- Check, design, and supervise the preparation of engineering plans and studies.
- Read and interpret maps, sketches, drawings, specifications, and technical manuals.
- Collect, analyze, and interpret economic and physical data pertaining to planning and zoning, including the interpretation of maps and plans.
- Solve complex mining and earth systems related issues.
- Perform the full range of professional civil engineering tasks.
- Analyze and evaluate design drawings and specifications.
- Perform mathematical calculations quickly and accurately.

CITY OF IRWINDALE

Development Services Director (Continued)

Negotiate with citizens, property owners, contractors and other agencies.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
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.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Work independently in the absence of supervision.
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 civil, engineering, business or public administration, or related field. A Master's degree is desirable.

Experience:

Eight years of increasingly responsible public works development and maintenance activities experience including three years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.
Certification as a Professional Engineer in civil engineering in California.
Certification as a Professional Engineer in traffic engineering in California is desirable.

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 these 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.

CITY OF IRWINDALE

Development Services Director (*Continued*)

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

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

Date: June 2017