

CITY OF SAN JUAN CAPISTRANO
ASSISTANT 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.

DEFINITION

To direct, manage, supervise, and coordinate daily operations of the City's Development Services Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Development Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Director.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assumes management responsibility for the day-to-day operations of the current planning functions of the Development Services Department and serves as Acting Director in the absence of the Development Services Director.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
3. Provides assistance in developing and administering the Development Services Department budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors expenditure; recommends and implements necessary adjustments.
4. Supervises, motivates and evaluates assigned Development Services Department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.
5. Plans, directs, coordinates, and reviews the work plan for Development Services; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Oversees functions of the public service counter and phones; monitors and ensures adequate coverage and service levels are maintained.
7. Monitors and evaluates the efficiency and effectiveness of service delivery methods, work tracking systems, and records management procedures for assigned programs.

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8. Conducts planning studies and manages large and complex planning projects; interprets and applies environmental laws and regulations; ensures compliance with codes, ordinances and amendments.
9. Reviews development applications and proposals and monitors for compliance with appropriate regulations and policies; consults with developers, contractors, architects, and engineers; negotiates agreements on acceptable site plans.
10. Responds to and resolves complex and sensitive citizen inquiries and complaints.
11. Performs extensive research in relation to the implementation of policies established by the City, planning or zoning ordinances, or other land use and development ordinances.
12. Serves as liaison for the Development Services Department with other City departments, divisions and outside agencies.
13. Serves as staff on a variety of boards, commissions and committees including the Planning Commission; prepares and presents staff reports and other necessary correspondence; follows-up on discussions or agenda items.
14. Provides staff assistance to the y Development Services Director.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning.
16. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of urban planning.
- Current trends and developments in the field of urban planning.
- Operational characteristics, services and activities of a comprehensive urban planning program.
- Project management principles and practices.
- Principles and practices of program development and administration.
- Processes for developing and administering budgets.
- Principles of supervision, training and performance evaluation.
- Federal, State, and local laws and regulations pertaining to planning and development.

Skill In:

- Providing assistance in overseeing Development Services Department operations and activities.
- Assisting the development and implementation of departmental plans, policies, and procedures.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Reviewing development applications and consulting with developers, architects and engineers.
- Conducting planning studies and managing and coordinating complex projects.
- Participating in developing and administering departmental budgets.
- Supervising, training and evaluating the performance of assigned staff.
- Preparing clear and concise administrative and financial reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

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EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional experience in urban planning, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in urban planning, urban design, public administration, business management or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; requires the ability to drive and walk over varied terrain in order to review proposed development sites.