

DIRECTOR OF DEVELOPMENT SERVICES**DEFINITION**

Under general policy direction, plans organizes, coordinates and directs the programs and activities of the County's Planning, Building Inspections, and Code Enforcement divisions; provides expert professional assistance to County management staff on planning, zoning, building code enforcement, and redevelopment programs and related activities and functions.

DISTINGUISHING CHARACTERISTICS

This class reports to the Director of Community Development and has department head level responsibility for overall policy development, program planning, fiscal management, administration and operation of the Administrative Services, Planning, Building Inspections, and Code Enforcement divisions. The incumbent is responsible for developing and accomplishing departmental goals and objectives, in addition to furthering County policy goals and objectives as determined by the Board of Supervisors and Chief Administrative Officer.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, and directs the work of County Planning, building inspection, and code enforcement staff engaged in developing comprehensive long-range plans, in securing compliance with County building, zoning, fire and related codes; develops departmental goals and programs.
- Establishes and implements policies and procedures; reviews legislation affecting department operations and revises procedures accordingly interprets and recommends changes in zoning, building, and other ordinances.
- Works closely with the Chief Administrative Officer, Board of Supervisors, other County Departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the development services function; advises the Chief Administrative Officer and Board of Supervisors on related issues and programs.
- Makes final interpretations of County regulations and various ordinances, codes and applicable laws to ensure compliance.
- Coordinates the preparation of a wide variety of reports or presentations for County management or outside agencies.
- Directs the selection, supervision and the work evaluation of division personnel; provides for their professional training and development.
- Expedites implementation of plans and programs approved by the Planning Commission and the Board of Supervisors.
- Prepares, presents, and administers the department's budget; recommends fee schedules; insures the maintenance of adequate fiscal controls.
- Confers with other departments, agencies, or individuals regarding planning, building inspection, and code enforcement programs and projects; conducts negotiations with city, state and federal agencies; coordinates department activities with other agencies.
- Attends meetings and conferences as a representative of the County; addresses groups and individuals to interpret planning, building inspection and code enforcement programs and to explain County growth trends and development.
- Prepares complaints for legal action against violators of ordinances.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.

- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and methods, including goal setting, programs and budget development and implementation and employee supervision.
- Principles, practices and programs related to community and urban development.
- Applicable county, state and federal law guidelines and standards affecting the administration of planning, zoning, building inspections, and code enforcement programs and projects; legal requirements relating to land use.
- Local government organization and the functions and practices of a County planning and building inspections function.
- Principles and practices of budget development and administration.
- Funding sources impacting program and service development.
- Land use, physical design, demographics, environmental, social and economic concepts, including public and private financing and capital improvements.
- Principles, practices and trends in the field of urban planning.
- Principles and practices of contract administration and evaluation.
- Principles and practices of business computer applications related to the work.

Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex services, programs and staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Understanding, interpreting, explaining and applying complex county, state, and federal laws regulating planning, building inspections, and code enforcement programs and projects.
- Recommending comprehensive development-related policy and programs based upon community needs, available resources, and County priorities and policies.
- Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- Coordinating programs with those of other departments and agencies.
- Preparing and presenting clear and concise reports, both orally and in writing.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Must be available for weekend or after hours meetings.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Equivalent to graduation from a four-year college or university with major coursework in urban or regional planning, public administration, geography, architecture, architectural engineering, or related field

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Experience: Four years of supervisory or administrative experience in city, urban or regional planning, permit processing and/or related development-related activities which has included program planning, development and administration and working with community organizations. A Masters Degree in urban planning or related field is highly desirable and may be substituted for two years of the required supervisory or administrative experience. Certification by the American Institute of Certified Planners (AICP) is also highly desirable.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

DIRECTOR OF ENVIRONMENTAL MANAGEMENT

DEFINITION

Under general policy direction, plans, organizes and directs the activities and programs of the Environmental Management Division of the Community Development Agency, including environmental health, hazardous materials, solid waste management and vector control; and provides expert professional assistance to County management staff in areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This class reports to the Director of Community Development and has responsibility for the direction and administration of the Environmental Management Division of the Community Development Agency. The incumbent is responsible for formulating policy, developing goals and objectives, administering the division's budget and supervising professional and other support staff. Assignments allow for a high degree of administrative discretion direction in their execution.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, work standards and division policies and procedures; oversees the preparation and administration of the division's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all environmental health, hazardous materials, solid waste management, and vector control programs of the County.
- Works closely with the Board of Supervisors/Directors, Chief Administrative Officer, related County departments and key officials of local, regional, state and federal agencies in developing and implementing programs related to environmental management.
- Directs the development of management systems, procedures and standards for program evaluation; monitors developments relating to environmental management and evaluates their impact on County operations and implements change.
- Reviews and evaluates the effectiveness of programs and services and determines priorities.
- Directs the selection, supervision and work evaluation for division staff; provides for their professional training and development.
- Confers with staff on specific cases and on major programs; interprets policies and ensures their consistent application.
- Represents the department and County at public meetings; makes presentations and implements programs to obtain community input on environmental issues.
- Prepares or directs the preparation of a variety of periodic and special reports related to departmental action.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and practices including goal and objectives development, work planning, budgeting and employee supervision.
- Principles and practices of environmental quality control, including basic sanitary sciences applied to air and water quality, sewage and waste disposal, food and beverage, housing, vector control, solid waste management, hazardous materials and epidemiological control.
- Basic budgetary principles and practices.
- Applicable Federal, State and local laws and regulations.
- Principles and practices of program management, including development, planning, monitoring, evaluation and administration.

Skill in:

- Planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff.
- Training staff in work procedures and providing for their professional development.
- Administering and managing a variety of technical environmental health projects and programs.
- Recommending comprehensive environmental management policy and programs based upon community needs, available resources and overall County priorities and policies.
- Providing technical assistance and staff leadership to boards and commissions within assigned function.
- Using sound independent judgment and responding sensitively to community environmental health issues and concerns.
- Communicating effectively with a variety of individual citizens, citizen groups, boards and commissions, staff and governmental groups.
- Coordinating environmental management programs with other departments and agencies and preparing sound, oral and written reports and recommendations.
- Preparing clear and concise technical reports, correspondence and other written materials.

Other Requirements:

Must possess a valid driver's license. Must be able to attend evening meetings. Must be registered as an Environmental Health Specialist in the State of California.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Equivalent to graduation from a four year college or university with major coursework in environmental science, environmental engineering, a health discipline or other related field.

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Experience: Four years of supervisory or managerial experience which has included environmental program planning and implementation.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

DIRECTOR OF TRANSPORTATION

DEFINITION

Under general policy direction, plans, organizes, coordinates and directs the programs and activities of the Transportation Division of the Community Development Agency; administers division policies, goals and directives; provides expert professional assistance to County management staff on public works matters.

DISTINGUISHING CHARACTERISTICS

This class reports to the Community Development Director and has division level responsibility for policy administration, program planning, fiscal management and operation of assigned programmed activities, including engineering, maintenance, transportation services and fiscal administration. The incumbent is responsible for developing and implementing division goals, objectives and work standards in addition to furthering Agency goals and objectives.

EXAMPLES OF DUTIES (Illustrative Only)

- Develops and directs the implementation of goals, objectives, work standards and divisional administrative policies and procedures; directs the preparation and administration of the division's budget.
- Plans, organizes, coordinates and directs, through subordinate supervisors, all public works functions of the County.
- Works closely with the Chief Administrative Officer, Board of Supervisors, and other County departments and a variety of public and private organizations in developing programs and implementing projects to solve problems related to public works issues and in generating support for additional revenue for public works maintenance and improvements.
- Makes final interpretations of County regulations and codes and applicable laws and provides technical assistance to staff and commissions.
- Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
- Confers with and gives guidance to managers and supervisors regarding matters affecting employer-employee relations; provides for the selection, work review and professional development of staff.
- Participates in the formulation of long-range planning, including financial and capital improvement plans.
- Represents the County and the Department in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
- Directs the preparation of and personally prepares a variety of complex administrative and technical reports; directs the maintenance of departmental records.
- Directs the selection, supervision and the work evaluation of division personnel; provides for their professional training and development.
- Monitors developments related to public works operations, evaluates their impact on County operations and implements policy and procedure improvements; monitors the safety program.
- Inspects current and proposed public projects and facilities.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.
- Principles and practices of public works administration including civil engineering, highway maintenance and facilities and equipment maintenance.
- Principles and practices of transportation planning.
- Engineering standards and legal guidelines for public works projects.
- Applicable county, state and federal laws, guidelines and standards.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration.
- Principles of business computer applications related to the work.

Skill in:

- Planning, organizing, administering and coordinating a variety of large and complex public works programs and services.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.
- Selecting, motivating and evaluating staff and providing for their training and professional development.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls.
- Analyzing complex technical and administrative public works problems, evaluating alternative solutions and adopting effective courses of action.
- Preparing clear and concise reports, correspondence and other written materials.
- Exercising sound independent judgment within general policy guidelines.
- Establishing and maintaining cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and County staff.

Other Requirements:

- Possession of, or ability to obtain, a valid California driver's license.
- Must be available for weekend or after hours meetings .
- Registration as a Professional Engineer and licensed by the State of California as a Civil Engineer (Business and Professions Code, Section 6730) is desirable.

Education and Experience:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education: Equivalent to graduation from a four year college or university with major coursework in civil engineering, business or public administration, or a related field,
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Experience: Four years of supervisory or managerial experience in a major public works setting which has included program planning, development and administration.

Physical Demands and Working Conditions

On a continuous basis sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; walk, stand, bend, crouch or stoop; perform simple grasping and fine manipulation is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. See in the normal vision range with or without corrections; hear in the normal range with or without correction. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds or less for varying periods of time.

Primary work is performed in an office environment within an even-floored, carpeted office environment with fluorescent lighting, moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representative in interpreting and enforcing departmental policies and procedures. Some fieldwork required with exposure to uneven surfaces, outside atmospheric conditions, traffic, noise, physical barriers, or around potentially hazardous construction conditions, substances and materials. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.