CLASS SPECIFICATION
Development Services Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes, integrates and directs the activities and work of a major plan review and permitting operational unit in the review and evaluation of development and construction project plans to determine infrastructure effects, develop or approve mitigation measures and contingent fee requirements, and apply regulatory enforcement to ensure development impacts are compatible with adequate infrastructure function; plans and directs the work of professional and technical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The responsibilities of incumbents in this class include the direction of one or more large organizational units of professional and technical plan check and field inspection staff. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in scheduling, assigning, and coordinating the work with that of other units, bureaus and external agencies. Development Services Manager is distinguished from Development Review Supervisor by having management responsibility for a major operational component of a bureau and having more administrative duties and less direct involvement with technical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates, and evaluates through subordinate supervisors the work of a large group of professional and technical engineering and inspection staff in reviewing and evaluating construction and development plans, associated infrastructure system plans and impacts, and in applying regulatory provisions to support infrastructure improvement or functionality; develops and applies procedures to achieve annual goals, objectives and work standards.

2. Reviews reports of the effects on infrastructure caused by proposed development and new construction, coordinating this work with other divisions, bureaus and governmental agencies.

3. Directs the development of plans and special programs to implement policies and ordinances governing the impact management of construction and maintenance or other right-of-way or infrastructure-use activity, including temporary uses such as parades, festivals or other events.

4. Monitors the infrastructure-use permit process, ensuring coordination of conflicting activities.

5. Administers the program of field inspections of construction sites to ensure compliance with mitigation and operational controls, ensuring notification developers of violations or unanticipated issues and requesting corrective action or levying sanctions, if needed.

6. Reviews and adjusts work plans and schedules, allocates staff resources, reviews program performance, establishing priorities and resolving priority conflicts in order to ensure work is accomplished in a timely and fiscally responsible manner.

7. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, and subject to director and City management concurrence.

8. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the City's and bureau's missions, objectives and service expectations.

9. Provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Civil and structural engineering and construction and maintenance principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.

2. Administration, planning, organization principles, and program planning techniques.

3. Budget, personnel, cost control, and administrative practices and policies.

4. Information technology and computer capabilities applicable to functional responsibilities.

Ability to:

1. Plan, assign, direct and coordinate the work of supervisors and professional and technical staff.

2. Apply federal, state and city laws, codes, standards, engineering and construction concepts and practices applicable to the administration of development services.

3. Review and interpret development and construction plans and documents, ordinances, regulations, and complex technical documents.

4. Communicate complex technical matters to non-technical individuals, including policy makers.

5. Interact effectively, engage in problem solving and team building, and initiate and direct partnership programs with citizens, community groups, developers and construction managers.

6. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in engineering, construction management,

public administration, or a closely related field; and at least six years of progressively responsible construction management or inspection, plan check or urban planning experience, including at least two years of supervisory experience, or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

3224 PLAN REVIEW MANAGER. Adopted: 07-01-92

0971 PROGRAM MANAGER III. Adopted: 07-01-92

3219 RIGHT-OF-WAY SERVICES MANAGER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7768 to 30000733, due to system change.