

CLASS SPECIFICATION
Development Supervisor I

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, supervises and participates in the review, evaluation and issuance of development, building and trade permits and construction project plans to determine infrastructure effects, develop or approve mitigation measures and contingent fee requirements and to apply regulatory enforcement that ensures development impacts are compatible with adequate infrastructure function. Develops and implements unit policies and procedures responsible for allocation of unit resources; plans, directs and evaluates the work of technical staff; sets goals for and tracks the unit's productivity; resolves customer conflicts and handles customer appeals; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Development Supervisor series contains two levels. The Development Supervisor II is distinguished from the Development Supervisor I by the complexity, size, and scope of duties and responsibilities. The responsibilities of incumbents in this class include the supervision of a group of professional and technical trade permit, 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.

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. Schedules, oversees and evaluates the work of a group of professional, technical and inspection staff in reviewing, evaluating and processing building, construction and development plans, permit applications, 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. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; develops and plans training to meet staff needs; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Directs the analysis and preparation of reports regarding the effects on infrastructure caused by proposed development and new construction.

4. Supervises and participates in 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.
5. Supervises the infrastructure use permit process, ensuring coordination of conflicting activities.
6. Directs and supervises the work of technical staff involved in evaluating and processing building and trade plans and permits; supervises the issuance of building, plumbing, right-of-way, electrical, mechanical and sign permits; directs the work of research staff involved in researching and keeping records on various aspects of building and trade permits; oversees the screening of permit applications for compliance with residential and commercial structural standards and the acceptance or rejection of applications according to compliance with applicable standards; oversees the monitoring and tracking of building plans through the entire permit process; ensures efficient and timely processing of building plans by various reviewing sections and agencies to ensure timely review of proposed construction.
7. Assigns staff to perform field inspections of construction sites to ensure compliance with mitigation and operational controls, notifying developers of violations or unanticipated issues and requesting corrective action; levies sanctions, as needed.
8. Plans and schedules work, estimates staffing needs, assigns projects, reviews project progress and establishes priorities for completion; resolves priority conflicts and ensures work is accomplished in a timely and fiscally responsible manner.
9. 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; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
10. Participates as a member of the multi-bureau management team that sets policy and procedures for the Development Services Center; notifies division manager of problem areas and trends in assigned unit's area of responsibility; researches and gathers information and data on area of responsibility and makes recommendations; coordinates with other City bureaus to identify and explain document services and process management needs.
11. Administers the routine appeals process to administratively adjudicate appeals from staff decisions applying permitting provisions with which customers take issue; resolves customer complaints; provides explanation and clarification to customers on permit processes and policies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering, building and construction principles, practices, current trends, regulations, codes, standards and laws applicable to the area of specialization.

2. City Code and permit processing rules and issues related to assigned functions and programs.
3. Administration, planning, budget, organization principles and program planning techniques.
4. Office administrative and operations management practices and procedures.
5. Information technology and computer capabilities applicable to functional responsibilities.
6. Principles and practices of public administration, including record keeping, budgeting and maintenance of public records.
7. Principles and practices of sound business communication.
8. Principles and practices of effective supervision.
9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, assign, supervise and coordinate the work of professional and technical subordinates.
2. Apply federal, state and city laws, codes, standards, permit processing, engineering and construction concepts, procedures and practices applicable to the area of specialization.
3. Review and interpret permit documents, development and construction plans and documents, codes, ordinances, regulations and other complex technical documents.
4. Communicate complex technical matters to non-technical individuals, including policy makers.
5. Define issues, analyze customer problems, evaluate alternatives and develop sound conclusions and recommendations.
6. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
7. Understand, interpret, explain and apply complex City rules regarding permit and document services policies and procedures and law and regulations regarding permitting activities.
8. Reach sound decisions in accordance with laws, regulations, rules and policies.
9. Train others in work processes and procedures.
10. Communicate clearly and effectively orally and in writing.
11. Prepare clear, accurate and concise correspondence, records and reports.

12. Operate a computer and word processing, spreadsheet and other standard software.
13. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups, developers, construction supervisors, bureau management, employees of other City bureaus and development professionals.
14. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers.
15. Establish and maintain effective working relationships with elected officials, bureau management, employees of other City bureaus, staff, customers, the community and others encountered in the course of work.

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 architecture, engineering, construction management, public administration or a closely related field; and at least four years of progressively responsible construction management, inspection, plan check, development permitting, development review or transportation planning experience, or an equivalent combination of training and experience.

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 depend, 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

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

0968 PROGRAM MANAGER I Adopted: 07-01-92

0970 PROGRAM MANAGER II Adopted: 07-01-92

Revised: 09-21-07 Changed title to Development Supervisor I due to creation of new classification Development Supervisor II

June 2009 - Change Job Class number from 7767 to 30000732, due to system change.