

**CLASS SPECIFICATION**  
**Development Services Director**

FLSA Status: Exempt  
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

**GENERAL PURPOSE**

Under general policy direction, plans, organizes and directs the activities of the Bureau of Development Services; plans, directs and integrates the programs, operations and personnel associated with BDS; provides expert professional assistance and guidance to City officials and managers on land use, design review and construction code enforcement issues; represents the City in high-level meetings with community, business and professional organizations; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-position class reports to an elected City Commissioner and is responsible for managing, directing and integrating a comprehensive portfolio of regulatory functions and enforcement/inspection activities/services for the City that contributes to a safe and livable community. Responsibilities are broad in scope, allow for a high degree of policy, program and administrative discretion and are evaluated in terms of overall effectiveness of the services delivered and results achieved by the bureau.

**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 the work of the Bureau of Development Services; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance standards; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of the regulatory review and enforcement programs, plans, processes, systems and procedures to achieve City and bureau goals and objectives consistent with the City's quality and customer service expectations.
2. Plans, organizes, directs and evaluates the performance of division managers and their assigned 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; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Works closely with the City's elected leadership in setting and carrying out the City's vision, mission and objectives for the Bureau of Development Services; provides leadership and works with subordinate managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and BDS's

mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs the development and implementation of initiatives and programs to enhance public awareness of the City's code enforcement, land use/zoning regulatory oversight and design review processes and challenges.
5. Communicates with business groups and other organizations regarding BDS policies and requirements; meets with City bureau heads to coordinate BDS activities that cross bureau lines of control; meets with development/building community representatives to convey and receive information regarding bureau-regulated issues.
6. Directs and oversees the programs, activities, work processes and service delivery of the City's Development Services Center; commercial and residential building plans examination; development plan review engineering; planning, zoning and land use review; and commercial and residential building inspections.
7. Participates in meetings, conferences, conventions and other professional forums to keep abreast of building and development trends and non-regulatory/enforcement strategies.
8. Serves as the City's Building Official under State of Oregon statute requirements; serves as the key technical advisor to the Planning Commission, Design Commission, Landmarks Commission, Adjustment Committee, Appeals Board and other designated bodies.
9. Directs and oversees the preparation of analyses and recommendations regarding regulatory and code requirements that address Portland's construction safety and livability needs; advises and counsels the City Council regarding policy issues to meet structure requirements; advises and assists the City Council in identifying, articulating and implementing land use review and building policies and codes.
10. Interprets City Council instructions and requests; makes interpretations of City ordinances, policies and applicable laws and regulations.
11. Directs and oversees the analysis of proposed federal and state legislation and regulation; directs and participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the City's interests and needs; serves as the City's chief representative in dealings with industry and governmental agencies on building code enforcement and land use regulation issues.
12. Directs the improvement of management systems, processes and measurement techniques to improve bureau operations and effectiveness.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of organization design and development, public administration, public financing, financial management and long-range planning as they apply to a large municipality and its land use review and building code enforcement requirements.

2. Principles, practices and techniques of commercial and residential building construction, urban planning, environmental planning, zoning, design, review and nuisance control/abatement.
3. Federal, state and local laws, regulations and court decisions applicable to land use regulation and building code enforcement.
4. Principles and practices of budgeting, purchasing and maintenance of public records.
5. Social, political and environmental issues influencing the programs and regulatory processes of a municipal Building Official's office.
6. Research methods and analysis techniques.
7. Principles and practices of effective human resource management and supervision.
8. Principles and practices of sound business communications.

**Ability to:**

1. Plan, direct, manage and integrate a large, diverse bureau of city government focused on the administration of planning and zoning regulations, the processing of quasi-judicial land use and design review cases and building construction code enforcement.
2. Define complex management, fiscal, budget and development review issues; perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply city, state and federal policy, law, regulation and court decisions applicable to BDS.
4. Analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on BDS operations and services.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
7. Prepare clear, concise and comprehensive statements, correspondence, reports, studies and other written materials appropriate to diverse technical and nontechnical audiences.
8. Exercise sound, expert independent judgment within broad policy guidelines.
9. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues regarding multiple and conflicting agendas and positions.
10. Establish and maintain highly effective working relationships with the Mayor, City commissioners, bureau directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents 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 four-year college or university with a degree in urban or regional planning, public administration, law or a related degree; and at least ten years of progressively responsible experience in a municipal planning and/or building department, at least five of which were in a management capacity; or an equivalent combination of training and experience.

**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.

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**Class History:**

Adopted: 07-01-02

Revised: 10-09-02 Changed title from Planning and Development Review Director to Development Services Director

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

2145 PLANNING AND DEVELOPMENT REVIEW DIRECTOR. Adopted: 03-19-99

June 2009 - Change Job Class number from 7074 to 30000426, due to system change.