

**RESOLUTION NO. 2013-017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
APPROVING A JOB DESCRIPTION AND SALARY RANGE FOR  
DEVELOPMENT SERVICES MANAGER**

**WHEREAS**, the appointment of Assistant City Manager has created a vacancy in the Department of Development Services, and

**WHEREAS**, staff has analyzed current staffing needs, options and costs and recommends creating a new position of Development Services Manager rather than fill the vacancy at the current, Department Head level of Director of Development Services, and

**WHEREAS**, staff recommends the new Development Services Manager position be placed in the Management Unit at the salary range of 98M, at \$9,007 - \$10,948 per month;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Rohnert Park approves the new position of Development Services Manager at the salary range stated above and authorizes the City Manager to initiate a recruitment.

**DULY AND REGULARLY ADOPTED** by the City Council of the City of Rohnert Park this 12th day of February, 2013.

**CITY OF ROHNERT PARK**

Pam Stafford  
Pam Stafford Mayor

**ATTEST:**

JoAnne M. Buergler  
JoAnne Buergler City Clerk

Attachment: Job Description



AHANOTU: AYE BELFORTE: AYE MACKENZIE: AYE CALLINAN: AYE STAFFORD: AYE

AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## **City of Rohnert Park**

### **DEVELOPMENT SERVICES MANAGER**

#### **DEFINITION**

Plans, directs, coordinates, establishes, participates in, organizes and oversees all activities of the Development Services Department, including planning, engineering, building and safety, and code compliance. Directs, administers, and oversees capital projects, development processing, environmental planning activities, real property transactions, public works inspections, encroachment permits, development fee programs, infrastructure asset management, water conservation, traffic calming, transportation improvements; serves as liaison with state and federal agencies; represents the City in negotiations with developers, engineers, property owners, contractors, and other agencies for environmental-related issues, rights-of-way and open space easements, and financial participation; provides support to City Manager, Assistant City Manager, and City Council in all assigned areas; coordinates activities with other departments and outside agencies; performs other work as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Development Services Manager** oversees, directs, and participates in all activities of the Development Services Department, including short and long-term planning, development and administration of departmental policies, procedures, and services. This class provides assistance to the Assistant City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The Development Services Manager is expected to be knowledgeable regarding laws, codes, and standards regulating municipal engineering, planning, building and safety, and code compliance, and within these guidelines, has discretion to plan, organize and direct the department's related activities. The Development Services Manager has responsibility for the management of major development projects; management, supervision, and engineering functions involved in the planning, construction of the City's water system, sewer system, storm drain system, parks, streets, and building operations.

Per the City's Municipal Code, the Development Services Manager or designee exercises the authority as Planning Director, Director of Community Development, and Building Official.

#### **SUPERVISION RECEIVED/EXERCISED**

Policy direction is provided by the City Council and administrative direction is provided by the Assistant City Manager. The Development Services Manager provides direct and indirect supervision of technical and professional staff and provides administrative oversight of engineering, building, planning, and consultants within the Department of Development Services.

#### **ESSENTIAL JOB FUNCTIONS**

(These duties are a representative sample; position assignments may vary)

- Plans, organizes, supervises, coordinates, and manages all Development Services Department programs, facilities, services, and activities, including planning, engineering, and building and safety functions
- Manages, supervises, coordinates, researches and analyzes planning, zoning, and building functions
- Develops, reviews, updates, and implements the General Plan, specific plans, the zoning ordinance, other planning documents, and other City Council policies; interprets planning and planning-related ordinances and laws and advises citizens
- Selects, supervises, trains, mentors and evaluates the performance of assigned staff
- Prepares annual operating budget requests and controls expenditures
- Prepares agenda items and resolutions
- Represents the City and serves as liaison to committees, boards, commissions and other governmental agencies
- Researches, analyzes, recommends policy approaches regarding legislation
- Formulates, implements, and evaluates department operating policies and procedures
- Oversees the preparation of and prepares a variety of reports and studies
- Meets with individuals and community organizations concerning the Development Services' functions
- Responds to inquiries and complaints regarding departmental functions
- May serve as the Planning Director, Director of Community Development, and/or Building Official
- Serves as a disaster service worker during emergencies and is part of the management team for the Emergency Operations Center

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace

## **QUALIFICATIONS**

### **Education/Training/Experience:**

Sufficient education, training and experience to direct, manage, and perform required duties in an efficient and cost-effective manner. A typical way of obtaining the required qualifications is:

- 1) Possession of the equivalent of a Bachelor's Degree in Civil Engineering, Urban or Regional Planning, or a closely-related field from an accredited college or university, and

- 2) Five years experience related to professional civil engineering and/or governmental planning, including at least two years in a management or supervisory capacity

A Master's Degree in civil engineering, public administration, business administration, planning or public administration is highly desirable, but not required. Experience dealing with transportation issues and/or community and economic development issues is highly desirable.

**License/Certification Requirements:**

- Possession of a Class C California Driver's License by date of appointment

**Special Requirements:**

- Per California State Law, smoking is not permitted inside City facilities/vehicles or within 20 feet of main entrances, exits and operable windows

**Knowledge of:**

- Comprehensive *knowledge* of administrative principles and practices, including goal-setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision
- Methods of preparing designs, plans, specifications, estimates, and acquiring funding for the development of public works facilities and building construction
- Transportation issues
- Principles of personnel selection, supervision, training, and performance management
- Principles of public financing, contracting, and budgeting
- Local, state, and federal laws and regulations impacting public infrastructure and transportation issues
- Theories, principles, and contents of General Plan, land use, zoning subdivision, and urban planning regulations, natural resource protection, and environmental laws
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies
- Techniques for effectively representing the City in contracts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations

**Skill to:**

- Use industry-standard software applications
- Prepare comprehensive and concise technical reports
- Prepare grant applications and administer grant programs

**Ability to:**

- Plan, organize, direct, coordinate, perform and evaluate the engineering, planning, and building functions of the City
- Provide supervision and training to assigned staff

- Formulate, evaluate, and make recommendations on policies and procedures affecting the services and functions of the department and City's short & long-term strategic planning goals
- Prepare annual budget requests and control expenditures
- Administer and track contracts and projects
- Provide clear, concise, and professionally sound consultation to the City Council, City Manager, and other interested parties on public works, building, engineering, and planning issues
- Conduct effective negotiations
- Evaluate alternatives and make sound recommendations
- Make effective public presentations
- Communicate professionally and effectively orally and in writing with others
- Effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations
- Establish and maintain cooperative working relationships
- Learn and utilize new technology

**Working Conditions:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. It requires grasping, repetitive hand movement, and fine coordination in preparing and reviewing construction plans, statistical reports and data, and using a computer key board. Additionally, the position requires near, far, and color vision in reading reports, reviewing plans and blueprints, and using the computer. Hearing and speaking is required in communicating with individuals and groups in person and over the phone. When visiting constructions sites, the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise, and mechanical hazards such as construction equipment. The incumbent also must be available to be called for local emergencies, work irregular or extended hours, and travel to various meetings outside the City. The incumbent typically works in an office environment, subject to interruptions and work deadlines.

<b>FLSA:</b>	Exempt
<b>Employee Unit:</b>	Management Unit
<b>Approved By:</b>	DRAFT
<b>Date Approved:</b>	DRAFT