



*The City of Brawley is looking for a
dedicated person to join our team!*

Development Services Director

Starting at \$127,200 per year

The successful person will provide direction and oversight for all functions of the Development Services Department, including planning, building and safety, code compliance, and engineering.

Please see the job description for more information

Deadline to apply: Open until filled

Help us serve the residents of Brawley



CITY OF BRAWLEY

CLASS TITLE: Development Services Director

BASIC FUNCTION: Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City of Brawley Development Services Department, including planning, building and safety, and code compliance; directs and administers the planning, building operations, and engineering activities of the City, which include current, advance, and environmental planning, building plan check, permitting, inspection, and historic preservation activities, land development, subdivision improvements, capital improvements, and construction management; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

The Development Services Department activities include but are not limited to: (1) City current and advance planning; (2) building inspection and code compliance; (3) City engineering functions; (4) plan checks; (5) construction management; (6) capital improvements; and (6) related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or assigned executive management staff. The work provides for a wide variety of independent decision-making within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Department Director classification that 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 City Manager in a variety of capacities, including administrative, coordinative, analytical, and as a liaison. Successful performance of the work requires knowledge of public policy, municipal functions and activities (including the role of an elected City Council), and the ability to develop, oversee, and implement projects and programs in a variety of areas.

Responsibilities include coordinating the activities of the Department with those of other City departments and outside agencies and managing and overseeing the complex and varied functions of the Department. The incumbent is accountable for accomplishing Departmental planning and operational goals and objectives and for furthering City strategic goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all Development Services Department programs, services, and activities, including current, advance, and environmental planning, building plan check, permitting, inspection, land development, and City engineering activities.

Approved: 3/21/2023

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; establishes appropriate budget, service, and staffing levels within City policy.
- Manages and participates in the development and administration of the Department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Coordinates the development of the City Capital Improvement Program and Capital Improvement Budget with other City departments in conjunction with the Finance Department.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with Department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the Department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Meets with developers, engineers, property owners, contractors, and other agencies to discuss merits and concerns of development proposals; provides various parties with guidance on how to proceed; oversees negotiations and agreements regarding environment-related issues, rights-of-way, open space easements, and financial participation; discusses status of development projects with applicants.
- Directs, coordinates and reviews amendments to the General Plan; provides general plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes and applications.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers the same after award.
- Directs and coordinates the development of City master plans.
- Coordinates the updates of the Development Impact Fee program in conjunction with the City Finance Department and City Legal Counsel.
- Represents the Department to other City departments, elected officials, and outside agencies; explains and interprets Departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of Departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council, Planning Commission, and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of and other services as they relate to the area of assignment.
- Maintains and directs the maintenance and retention of working and official Departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or Departmental operations; implements policy and procedural changes as required.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Public agency budget development, contract administration, Citywide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Theories, principles, and contents of California General Plans, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.
- Requirements of the California Environmental Quality Act (CEQA).
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- The responsibilities and functions of city engineering.
- Techniques for providing a high level of customer service by effectively dealing with the public, developers, vendors, engineers, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Provide administrative, management, and professional leadership for the Development Services Department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of development services programs, studies, and administrative activities.
- Conduct effective negotiations and effectively represent the City and the Department in meetings with governmental agencies, contractors, vendors, developers, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively manage and supervise the City engineering functions for land development, capital improvements and construction management.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the work performed.
- Effectively represent the Department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City of Brawley and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both verbally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in community development, urban planning, civil engineering, or a related field and seven (7) years of management and/or administrative experience in community development, urban planning, engineering, and project administration.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- May be required to complete National Incident Management System (NIMS) Training
- Certification as a planner by the American Institute of Certified Planners (AICP) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing Departmental policies and procedures.

DISASTER SERVICE WORKER

All City of Brawley employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.