CITY OF BRAWLEY
JOB ANNOUNCEMENT

DEPARTMENT:	Development Services (Planning & Building)
POSITION:	Development Services Director
SALARY:	DOQ (Depends on Qualifications)
EXAM TYPE:	N/A
DUTIES:	See job description
QUALIFICATIONS:	Bachelor's Degree in Urban Planning, Engineering, Public or Business Administration or related field. Eight years or more of increasingly responsible professional urban planning experience, including at least four years in a supervisory or administrative capacity. Must possess a valid California driver's license.
APPLY TO:	Personnel – City Administration Offices 383 Main Street Brawley, CA 92227 (760) 351-3057
APPLY BY:	Open Until Filled

(Posted 12/20/2021)

CITY OF BRAWLEY

CLASS TITLE: Development Services Director

BASIC FUNCTION: Under executive direction, serves as the principal administrative officer of the Planning and Building divisions of the City. This position directs, supervise, and plans the activities of the Planning and Building divisions (which include Code Enforcement); develops programs, conducts studies, prepares reports and makes recommendations to the City Manager, Planning Commission and City Council and carries out their recommendations and directives; supervises professional, para-professional and clerical staff; and performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS: This is an at-will position and is not included within the City's personnel system. The Development Services Director reports to the City Manager or designee. This is the top-level management classification in the Development Services Department and is responsible for managing and directing the services and functions of the department. Work assignments require frequent interaction with public officials, City residents, employees, staff, department heads and other departmental representatives. Interacts with various governmental representative and professionals to ensure compliance with applicable laws, rules, regulations, development standards and conditions of approval.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Develops and implements goals, objectives, policies, and priorities for the Department; directs or performs long term planning for department issues.
- Supervises and participates in the preparation and administration of the department budget.
- Develops budget requests and controls expenditures.
- Coordinates department functions and programs with the activities of other City departments.
- Selects, trains, supervises and evaluates the work of department personnel.
- Establishes general program assignments and responsibilities for department employees and provides technical and administrative policy guidance and direction to management personnel.
- Conducts Development Review Committee meetings on various projects to ensure compliance with applicable state, federal, and local laws.
- Assesses organizational issues and opportunities.
- Develops programs in connection with technical research, analysis, projection and implementation of the General Plan for the City.
- Manages consulting and professional services contracts relating to the responsibilities of the department.
- Conducts special studies, prepares reports for the City Manager, Planning Commission and City Council.
- Appears before the Planning Commission and City Council to present, explain and recommend a variety of planning matters and programs; carries out directives and recommendations of the Planning Commission, City Council and City Manager.
- Represents the Planning Commission at City Council meetings and in meeting with realtors, developers, engineers, architects, attorneys, general public and other groups.

- Represents the Department and City in meetings with members of boards and commissions, various governmental agencies, Local Agency Formation Commission (LAFCO) and local public and private organizations.
- Prepares and makes presentations before the City Council and other organizations.
- Attends all Planning Commission meetings, City Council meetings and other committee meetings, as necessary.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Knowledge of principles, practices and procedures of public administration, management and supervision.
- Knowledge of principles and practices of local government planning, planning law, regulation of land uses, including subdivisions, planning and zoning concepts, including code enforcement/building codes.
- Knowledge of laws, regulations and ordinances affecting departmental operations.
- Knowledge of functions and operation of a public agency.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of regulations and procedures affecting local planning agencies including the Local Agency Formation Commission (LAFCO).
- Knowledge of other disciplines related to city planning such as architecture, urban design, design review, urban studies, environmental studies, transportation and economic development.
- Knowledge of report writing methods and techniques.
- Knowledge of statistical concepts and methods.
- Knowledge of public relations principles and practices.
- Knowledge of applicable Federal, State and local laws and ordinances including California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Subdivision Map Act, and Corteze-Knox-Hertzberg Local Reorganization Act.
- Skill in the operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations and other related areas including research and statistical analysis.
- Skill in public speaking.
- Ability to organize, direct, coordinate and evaluate departmental operations.
- Ability to prepare, revise and interpret a sound planning and code enforcement program for the City.
- Ability to evaluate and make recommendations on improvements to existing operations and programs.
- Ability to analyze data and present recommendations on complex planning projects.
- Ability to prepare and administer a department budget.
- Ability to direct, train, supervise and evaluate the work of employees.
- Ability to exercise sound professional judgment in recognizing and handling politically sensitive issues of public interest.
- Ability to understand diverse needs of building requests.
- Ability to conceptualize long-range plans for the City.

- Ability to establish effective working relationships with City personnel, employees, public officials and the general public.
- Ability to communicate effectively with others, orally and in writing.
- Ability to work independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's degree in Urban or Regional Planning, Architecture, Engineering, Public or Business Administration, or related field.
- Eight (8) or more years of increasingly responsible professional urban planning experience, including at least four (4) years in a supervisory or administrative capacity.
- Must possess State of California Driver's license and acceptable driving record.

DESIRED Education, Experience, Certifications and Licenses:

- Membership in the American Institute of Certified Planners (A.I.C.P.).

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily indoors in an office environment with outdoor/on-site works, as needed.
- Required to sit, stand or walk for extended periods.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person or on the telephone.
- Required to communicate verbally and in writing.
- Required to travel to and from meetings, on-site visits to various locations and interact with a variety of people.
- Required to perform public speaking.
- May be required to bend, stoop, kneel, crawl and crouch.
- May occasionally lift and/or move up to 25 pounds.
- May require travel outside the County.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment
- City vehicles
- Radios, cell phones and other communication devices.