



CITY OF CHINO

Director of Development Services

Definition:

Under administrative direction, plans, directs, and coordinates the activities of the Development Services Department; establishes and implements policies and procedures related to planning, engineering, building, housing, code enforcement, and grants functions; develops and administers the Department budget; establishes and maintains liaison to the public; and does related work as assigned.

Class Characteristics:

The Director of Development Services is responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

Essential Functions:

- Develop and implement policies and regulations relating to the use of land in the City of Chino, including: planning, zoning, workforce housing, building and safety, code enforcement, engineering, permitting and plan check; and ensure that policies are administered equitably.
- Plan, direct, and coordinate Department activities and services; develop procedures to conduct activities; ensure activities are conducted in accordance with related laws, ordinances, rules, and regulations; develop comprehensive plans to satisfy future needs for Department services.
- Prepare and administer the budget for the Development Services Department.
- Advise and otherwise provide assistance to the City Manager, the City Council, the Planning Commission, other citizen committees, other City personnel, and the public regarding Department related issues.
- Conduct or direct the conduct of studies, and the preparation and presentation of reports, regarding the use of land, development of infrastructure, building permitting and inspection, code enforcement and workforce housing programs in the City of Chino and related Department activities.
- Administer contract services pertaining to planning, housing, building and safety services, engineering, plan checking, and other consultant services; maintain liaison with service providers and ensure adherence to contract provisions.
- Select Department employees; plan, organize, and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Represent the City, or delegate such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other planning and development departments, and professional organizations.

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- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in planning or a related field.
- Master's degree in planning, public administration, or a related field (highly desirable).

Experience:

- Five years of progressively responsible administrative experience in the field of planning, including the functions of current and advance planning, zoning, property redevelopment, and building and safety.
- Five years of supervisory experience at the mid-management level or above.

Extensive knowledge of:

- Principles, practices, and techniques of planning, building, engineering and housing.
- Laws, ordinances, rules, and regulations regarding local government operations related to planning, building, engineering, housing and code enforcement functions.
- Principles and practices of supervision and disciplinary processes.

Thorough knowledge of:

- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications in a public agency.

Considerable knowledge of:

- Building, electrical, mechanical, and related codes and regulations, including the Uniform Building Code.
- Methods, materials, techniques, and practices employed in building inspection design and construction.
- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.
- Code enforcement legal authorities, enforcement techniques and tools, and procedures.

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- Federal and State workforce housing programs and their application to municipalities.

Ability to:

- Plan, direct, and coordinate Department activities.
- Research, prepare, and present complex reports on a variety of subjects.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop effective resolutions.
- Select, train, supervise, and evaluate employees.
- Establish and maintain effective relationships with the community at-large, the City Council, other City departments and public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Deal tactfully and courteously with internal and external customers.
- Interpret complex regulations, laws, and guidelines.
- Understand, explain, and apply policies and procedures.
- Plan and enforce a balanced budget.
- Represent the Department and/or City effectively in a variety of meetings, including making presentations.
- Develop new policies impacting Department operations/procedures.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Executive Management

Created: 02/26/18

Replacing Director of Community Development classification specification 08/01/07.