

CITY OF ARCADIA

DEVELOPMENT SERVICES DIRECTOR

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Development Services Department including planning, building, code enforcement, business license, engineering, transportation, housing, and economic development; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Development Services Department activities including planning, building, code enforcement, business license, engineering, transportation, housing, and economic development.

Manage the development and implementation of Development Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Development Services Department to other City departments, elected officials and outside agencies; explain and interpret Development Services Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Development Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Development Services Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manage and participate in the development and administration of the Development Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; direct the preparation of and implementation of budgetary adjustments as necessary.

Coordinate Development Services Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Development Services programs, policies, and procedures as appropriate.

Make oral presentations to City Council, Planning Commission, and other Boards and Commissions.

Initiate contacts with various companies and businesses to market the City of Arcadia and attract new business.

Negotiate conditions and agreements with developers regarding various projects.

Provide technical assistance to local organizations such as the Chamber of Commerce, Homeowners Associations, and Business Improvement Districts.

Conduct site inspection and field visits of development projects and code and traffic related complaints.

Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning, building, code enforcement, business license, transportation, engineering, housing, and economic development.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive Development Services program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Development Services Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Development Services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and/or 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 past and current employment history. A typical example includes:

Experience:

Seven years of responsible planning and/or economic development experience including five years of management and supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university in urban planning, engineering, or a related field. A Master's degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: February 2008

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