



## CITY OF COMMERCE

### PUBLIC WORKS AND DEVELOPMENT SERVICES DIRECTOR

Department: **Public Works and Development Services** Class Code: **3005**  
Revised Date: **May 23, 2013** FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under the direction of the City Administrator. Plans, coordinates, manages, and directs the operations of the department; develops and implements plans, policies, and programs to promote and increase residential and commercial activity in the City of Commerce.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, and directs departmental operations including delivery of capital improvement projects, land use, City engineering function, housing, planning, business licenses and inspections, environmental services, public services, maintenance, code enforcement, business attraction and retention, and industrial redevelopment.
- Serves as the principal advisor to the City on departmental issues; develops and directs plans and policies to meet City goals and objectives; interprets concerns, defines desired results, develops solutions, determines scope and priorities of programs and special projects.
- Provides leadership, direction and guidance in departmental strategies and priorities; prioritizes resource requirements, coordinates operations, and assures programs meet the City goals.
- Represents the Public Works and Development Services Department to other City departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates strategies to integrate services with other programs, departments and agencies.
- Assures the integrity of the department's work products, processes and procedures; monitors technical documents for accuracy, completeness, and compliance with Federal, state, and City policies and practices; reviews and monitors status reports, and recommends appropriate actions.
- Reviews and approves applications, agreements, plans and reports departmental activities; manages the collection, analysis and reporting of administrative and operational data.
- Assures effective communication of departmental issues; coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors and contractors.
- Directs and supervises the activities of personnel; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Demonstrates leadership skills and leads by example in managing and overseeing personnel and maintaining workforce accountability including contractual services.
- Maintains the absolute confidentiality of all records and information.

## **JOB DESCRIPTION PUBLIC WORKS AND DEVELOPMENT SERVICES DIRECTOR**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; AND five year's experience in Public Works, Capital improvement projects, land use and facilities management. Accreditation as a professional engineer is highly desirable. Proven experience in the delivery of a multi-year capital improvement program is a requisite.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

#### **Required Knowledge of:**

- City organization, operations, policies and procedures.
- Principles, practices and procedures of urban planning, community development, zoning regulation, building safety, code enforcement, and facility maintenance, public works operations and City engineering.
- Federal, State and local laws, rules and regulations governing planning, zoning, code enforcement, public works, environmental and engineering operation.
- Techniques and practices for effective, efficient and cost effective management of allocated resources.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Project management and negotiation principles and techniques.
- Business and personal computers, and technical spreadsheet software applications.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Managing the delivery of services and capital improvement projects.
- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Assuming management level responsibilities and making appropriate decisions, while assuring compliance with City goals and objectives.
- Interpreting and applying department standards and City policies.
- Analyzing City needs and prioritizing and promoting programs to meet objectives.
- Presenting reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Interpreting technical instructions and analyzing complex variables.
- Meeting critical time deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Effective verbal and written communication.

#### **Physical Demands / Work Environment:**

- The majority of the work is performed in a standard office environment with field visits as required.