

# Job Description

## ASSISTANT DEVELOPMENT SERVICES DIRECTOR/CITY ENGINEER

*The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

### Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

### General Purpose

Assists the Director in planning, organizing, and coordinating all programs, functions and activities of the Development Services Department to fulfill zoning, rezoning, and sign code administration, engineering/ building safety plans review, and field inspection service requirements of the City. Assists the Director by providing leadership on an organization-wide and community basis to ensure that public services are provided in alignment with the City's strategic objectives. This includes evaluating personnel and program performance, preparing and administering the department budget.

### Essential Duties:

The fundamental reason this classification exists is to direct a major functional area of the Development Services Department and manage highly complex and multi-disciplinary development, engineering, or planning activities. Incumbents receive only nominal supervision and have substantial responsibility in working with division heads and heads of other departments on problems relating to property development, engineering, or planning activities. Work assignments are very broad in scope and are performed with considerable independence. Work is performed under the direction of the Development Services Director and is reviewed based on results obtained.

- Works with citizens and departmental representatives to resolve property development problems.
- Oversees the writing of project specification development requirement check- lists and coordinates the plan approval process.
- Screens appeals on site plans, building plans, subdivision plots, lot divisions and off-site improvements.
- Confers with and advises division heads on problems relating to plan review, permit issuance, inspections and administrative matters.

- Reviews plans, technical reports, budget estimates, proposed ordinances and regulations submitted by division heads.
- Reviews and participates in the development of proposed code changes.
- Provides for administrative, clerical, physical and mechanical support for divisional and departmental operations and supervises preparation of budget requests.
- Translates administrative and planning objectives into specific programs and projects.
- Gives technical engineering and architectural advice to the heads of various City departments and the City Manager's Office.
- Assists other City departments in the preparation and execution of capital improvement program (CIP) projects.
- Approves operating and capital budget submittals for the department.
- Assigns the preparation of various engineering and architectural activity reports.
- Presents the City's position and policies to other governmental jurisdictions, private firms, and the general public on certain engineering and architectural matters.
- Initiates engineering and architectural studies or program review in response to inquiries from City Council, City management, or when professional judgment suggests it is advisable to do so.
- Supervises professional, technical, administrative, and clerical employees involved in planning and development functions.
- Serves on intergovernmental committees and task forces and intergovernmental groups.
- Manages several complex projects with staff from one or more divisions or departments, as needed.
- Attends and makes presentations at City Council meetings and subcommittee meetings dealing with planning and development issues.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Assigns the preparation of various engineering and architectural activity reports
- Presents the City's position and policies to other governmental jurisdictions, private firms, and the general public on certain engineering and architectural matters.
- Initiates engineering and architectural studies or program review in response to inquiries from City Council, City management, or when professional judgment suggests it is advisable.
- Other duties as assigned.

### **Minimum Qualifications**

Five years of responsible experience in public administration, municipal engineering, or public sector development services including two years at a supervisory level and a bachelor's degree in planning, engineering, architecture, or related field. Must be registered in the state of Arizona as a Civil Engineer within six months of hire date and possess a valid Arizona Driver's License by hire date. This position requires the use of personal or City vehicles on City business. The individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Modern principles and practices of building design and construction site development
- Principles and practices of administration and supervision
- Principles and practices of City planning
- Principles and practices of civil engineering
- City codes and ordinances governing the property development process including the Subdivision Code and the Zoning Ordinance
- Principles, methods and practices of municipal finance, budgeting and accounting
- Land use relationships
- Long-range urban planning principles and practices

### **Ability to:**

- Perform a broad range of supervisory responsibilities over employees in the technical details of property development
- Understand and interpret building construction plans and site plans specifications
- Study operations and institute improvements without disruption of existing operations
- Interpret and analyze data, report findings and make recommendations
- Prepare clear and concise reports both orally and in writing
- Work cooperatively with citizen groups, governmental committees and City departments
- Work safely without presenting a direct threat to self or others

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

**SIGNATURE:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

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Supervisor Approval

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Date

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