

## EXHIBIT B



### **CLASS SPECIFICATION**

**CLASS TITLE:** Assistant City Manager, Development Services

**DESCRIPTION:** Under administrative direction, provides highly responsible staff assistance to the City Manager, including oversight of internal controls and coordination of existing City programs primarily relating to development services (including Public Works, Community Development and Economic Development); provides leadership, direction and project management of highly complex developments; serves as Acting City Manager, as assigned, and is a member of the City's executive team.

**DISTINGUISHING CHARACTERISTICS:** This position exercises considerable independent judgment in planning, implementing, overseeing and reviewing major projects and the operations of assigned City departments related to development services and provides executive level decision-making authority in responding to issues quickly and efficiently. This position will help to identify obstacles or interdepartmental issues and will focus primarily on development-related operations including effective and timely negotiations, conflict management and/or communications with external stakeholders related to development projects or land use issues; in order to relieve some of the burden now placed on multiple directors to actively participate in detailed discussions and negotiations affecting their operations.

**SUPERVISION RECEIVED AND EXERCISED:** Direction is provided by the City Manager. Responsibilities include assisting assigned City department heads with a variety of administrative areas, and provides direct/indirect supervision of assigned senior management, professional and technical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Duties may include, but are not limited to the following:*

1. Facilitates, organizes and directs the activities of assigned departments responsible for development services; directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities to ensure project and program objectives are met.
2. Directs, monitors and administers the development and implementation of plans, projects and programs for the immediate and long-range growth and development of the community; and directs and supervises research and special studies relating to the preparation of the general plan, specific plans, capital improvement programs, zoning, building inspection, and related matters and ordinances.
3. Oversees preparation and monitors the annual budget to assist assigned department, making recommendation to the City Manager on final expenditure levels; forecasts additional funds needed for staffing, equipment, materials, and supplies; and directs and supervises the compilation and

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publication of statistics and other information important to commerce and industry as well as other City departments.

4. Meets with developers and the general public to explain purposes, regulations, policies and accepted development practices; serves as technical advisor to the City Manager and other City staff on land use, construction and other technical areas pertaining to development activities.
5. Advises, consults, and assists in administering contracts with professional planning/engineering consultants; provides direction and oversight as needed.
6. Analyzes and recommends improvements to existing services and operating systems; and maintains systems and records that provide for proper evaluation, control, and documentation of operations.
7. May represent the assigned departments to the City Council, citizen, developers, engineers, architects and numerous other citizen committees and other City departments; establishes and maintains liaison with various Federal, State, county and local officials on related issues important to the community.

### **MINIMUM REQUIREMENTS:**

**Education/Experience:** A typical way of gaining the requisite knowledge and abilities is: Six years of increasingly responsible experience in public administration with a particular focus on development services, including four years of administrative and supervisory responsibility coupled with a Bachelor's degree with major coursework in public administration or a related field. A Master's degree in a related field is desirable.

**Special Requirements:** Possession of a valid Class C Driver's License and a good driving record. Independent travel is required. Attendance at evening meetings necessitates work outside normal working hours. This is an exempt, at-will position.

**Knowledge of:** Principles, practices and methods of a public administration; organizational and management practices as applied to the analysis and evaluation of development programs, policies, and operational needs; advanced principles and practices of development services; research methods and sources of information related to urban growth and development; principles of economics and statistics; pertinent Federal, State and local laws, codes and regulations; principles and practices of organization, administration and personnel management; advanced principles and practices of urban planning; practices and methods of supervision, training techniques, personnel management, leadership, organizational and operational control; current trends in development; general principles of effective administration and budget preparation; cost recovery techniques and fee structuring; computer applications related to the work.

**Ability to:** Develop, organize and administer the functions of assigned departments analyze and interpret data; plan, direct, coordinate and supervise the work of professional and technical staff including monitoring work schedules and evaluating the work of subordinates; establish and maintain effective working relationships with the public, developers, consultants, governmental officials and public bodies; interpret and apply zoning, building regulations and planning concepts to unusual or difficult land use problems; prepare and present comprehensive reports; communicate clearly and concisely, orally and in writing; utilize personal computers to perform word processing, spread sheet

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and specialized functions; administer budgets; train, direct, develop and motivate employees; exemplify and foster an enthusiastic, resourceful and effective service attitude with public and co-workers.

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