



Range: SM-4
FLSA: Exempt
Date: February 2, 2015

DEVELOPMENT SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of advanced professional level planning in support of the Community Development Director, serve as the primary subject matter specialist in areas assigned; to review and interpret data and formulate recommendations for current and long-range planning purposes; and to provide information and assistance on planning-related matters to the Director of Community Development, other department staff, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from and reports directly to the Director of Community Development. Directs and supervises Development Services, Planning, Building Safety, and Code Enforcement.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS- *Essential and other important responsibilities and duties may include, but not limited to, the following:*

Essential Functions:

1. Provide support to the Director of Community Development to perform duties as assigned.
2. Serve as the Community Development liaison to the Historic Preservation Commission.
3. Participate in the development and implementation of goals, objectives, policies and priorities for assigned planning programs; recommend and administer policies and procedures.
4. Receive and review zoning amendment requests, development proposals, conditional use permit applications and applications for compliance with appropriate ordinances, regulations and policies.
5. Research, analyze and interpret social, economic, population and land use data and trends; prepare complex written reports and recommendations on various planning matters and elements of the Community Plan.
6. Research, prepare and present complex reports and recommendations for a variety of commissions, committees and the City Council; make public presentations and recommendations on various aspects of planning services and activities.
7. Answer questions and provide information to the public regarding zoning, land use and the Community Plan.

8. Provide public information and input opportunities including coordination with local citizens' groups, community representatives, local and regional agencies; make informational public presentations, evaluate and document citizen input.
9. Coordinate and maintain effective communication with the local media.
10. Participate in the development of the Community Plan; review and evaluate consultant-prepared reports and work products; prepare and present Community Plan-related programs to various agencies.
11. Compile information, make recommendations and prepare planning reports on special studies pertaining to land use and community development issues and activities.
12. Participate with research, review and drafting of amendments to existing ordinances and codes, and as necessary research, review and draft new ordinances and codes for approval by the Planning and Zoning Commission and City Council.
13. Assist in the research, review, evaluation and preparation of capital improvements programming; assist in the initiation, management and coordination of special projects and studies pertaining to long-range community development issues and activities.
14. Provide effective project administration and management for the research, evaluation and update of ordinances and amendments relative to the City's Land Development Code.
15. Provide effective project administration and management for the review, analysis and update of the Sedona Community Plan and other long-range plans and studies.
16. Represent the City of Sedona's position on various regional planning issues and participate in regional planning efforts.
17. Organize, plan, coordinate and approve work of direct reports.
18. Perform a variety of duties including preparing correspondence, memoranda, and other reports; respond to phone calls and resolve difficult and sensitive inquiries and complaints.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
20. Maintain or perform website content function within assigned role.
21. Assist in developing and managing the budget for assigned functions.
22. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of urban planning and development
- Modern principles of comprehensive planning
- Methods and techniques of site planning and architectural design
- General building and development practices as related to planning review
- Modern office procedures, methods and computer equipment
- Principles and procedures of report preparation and record keeping
- Pertinent federal, state and local laws, codes and regulations pertaining to planning and development
- Current literature, information sources and research techniques in the field of planning
- Appropriate zoning codes and regulations and their application to comprehensive planning
- Principles and practices of budget administration and preparation
- Modern principles of affordable housing planning

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees

- Interpret and review planning and zoning programs
- Independently investigate planning issues and problems
- Communicate clearly and concisely, both orally and in writing
- Analyze and compile technical and statistical information
- Respond to and resolve difficult and sensitive inquiries and complaints with courtesy and tact
- Establish and maintain cooperative work relationships with those contacted in the course of work
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Work effectively with both elected officials and appointed commissions and boards of the City

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. Any typical way to obtain the knowledge and abilities would be:

Experience:

Four to five years of highly-responsible experience in professional planning.

Training:

Education or experience sufficient to equal or exceed that necessary for a Bachelor's degree from an accredited college or university with major course work in urban planning, public administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; possible exposure to noise, dust and inclement weather conditions; modern office machinery.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; lifting office equipment or other supplies; general manual dexterity.