



CITY OF SANTA ROSA  
invites applications for the position of:  
**Deputy Director -  
Development Services**

An Equal Opportunity Employer

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**SALARY:** \$8,964.33 - \$11,595.17 Monthly  
\$107,572.00 - \$139,142.00 Annually

**OPENING DATE:** 06/27/17

**CLOSING DATE:** 07/20/17 11:59 PM

**THE POSITION:**

**The Planning & Economic Development Department** provides a wide range of planning and development services to this dynamic and growing community, developing long-range plans for the growth of Santa Rosa and reviewing development proposals for consistency with those plans. The Department has embarked upon a comprehensive Process Improvement Action Plan to create greater efficiencies and predictability in the development review process.

**Engineering Development Services Division** is responsible for engineering and inspection services for private development and subdivision plan check and inspection, encroachment permit issuance and inspection, and requested engineering services to other City departments. Professional and technical engineering staff review development proposals to ensure that streets and utilities are designed to meet all applicable design standards, codes and regulations, and develops conditions for approval. Staff also inspects the construction of approved public improvement plans and oversees subdivision grading and all construction within the existing and future public right-of-way.

**The Deputy Director- Development Services** manages the work of the division, which is comprised of 10 professional and technical staff members. He or she will be responsible for exercising effective judgment in working with the development community and others on moving projects forward, finding ways to satisfy all parties and adopting appropriate actions that consider the needs and interests of affected parties and long-term impacts upon the City. He or she must lead, plan, and evaluate customer service and ongoing improvements; lead significant changes and support, coach, and guide personnel in transition, establish and maintain effective relationships with staff, the City Council, contractors, consultants, vendors, and other public officials; articulate department policies and procedures and address issues with clarity and diplomacy involving the City Council, various commissions, and concerned citizens and community groups.

Ideal candidates will possess significant experience of a supervisory or professional nature in civil engineering design, construction practices and/or plan review, a related bachelor's degree, and demonstrate a clear record of:

- Working creatively and collaboratively with groups and individuals to solve complex problems
- Strong leadership, staff management, and change management skills
- Excellent communication skills in a variety of settings, both orally and in writing

- Good judgment in decision making, planning, organizing and managing workflow and resources

Certificate of Registration as a professional engineer in the State of California is highly desirable

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

#### Essential Duties:

- Direct the development and implementation of goals, objectives, policies, and priorities of the division
- plan, direct, supervise, and coordinate the operational and administrative work of the division
- direct, supervise, and coordinate the engineering review of development proposals, encroachment permit applications, public improvement plans and final subdivision maps
- supervise the inspection and acceptance of public improvements constructed through private development projects
- facilitate the resolution of development related issues in a complex political environment
- participate in the creation or modification of visioning documents, area plans, specific plans, corridor plans and other long-range planning efforts with an eye toward implementing Council priorities
- build and maintain relationships within the development community by acting as the liaison for the department, reporting and/or presenting to various community groups and serving on various committees
- maintain a high level of public relations, including positive and productive working relationships with the department staff, the general public, other departments at the City, and adjacent jurisdictions
- resolve difficult and complex problems, meeting with developers, contractors, architects, engineers and homeowners
- select, train, supervise, and evaluate staff
- prepare and administer assigned division budget
- maintain up-to-date knowledge of state and federal laws and regulations pertaining to the work of the assigned division and make the procedural changes necessary to keep the division in compliance
- serve as staff to boards, commissions, and committees as may be required
- make presentations to City Council, boards, commissions, and committees as may be required
- defend and discuss projects, programs, and operations in a complex political environment
- coordinate engineering activities with other City departments, divisions and sections and with outside agencies
- coordinate technical, administrative, and public relations activities of an assigned division with other City divisions and with outside agencies
- analyze development trends in conjunction with stakeholder survey results to determine if the change needs of the community are being met
- respond to inquiries, listen to ideas, complaints or requests for service from community groups and individuals
- confer with the Director and various public groups, developers, contractors, and other agencies regarding issues, alternatives, proposals, priorities, and operating problems
- confer with supervisors regarding priorities of work in progress and the review process
- create and manage consultant contracts
- supervise the preparation of special engineering studies and reports to support the development process
- serve as Acting Director in the absence of the Director
- perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

Knowledge of:

Principles and practices of engineering as applied to residential, commercial and industrial private development projects; methods and techniques used in the design and construction of a variety of public improvement projects; modern developments, current literature and sources of information regarding civil engineering; applicable federal and state laws and regulations; applicable laws and regulatory codes related to the development of public infrastructure; principles and practices of organization, administration, budget and personnel management.

Ability to:

Supervise the review of complex engineering and environmental studies, work schedules, plans, maps, reports, workload forecasts, cost estimates, and specifications; read engineering plans; use finely calibrated engineering instruments; interpret governmental laws and regulations and develop working policies and procedures to comply with them; select, train, supervise, coach and evaluate staff; formulate and present policy recommendations; communicate effectively, both orally and in writing; make effective public presentations; direct, establish and maintain cooperative relations with City and other elected officials, governing boards and/or commissions, administrative officers, regulatory agencies, the Builders Exchange, and other public and private professional organizations contacted in the course of work; understand and set the example for a team-oriented, positive work environment; understand the technical workings of the water and wastewater utility, and communicate the work of the assigned division to the general public and other City departments in non-technical terms; exercise individual and innovative judgment and make difficult decisions.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience - Sufficient years of increasingly responsible experience of a supervisory or professional nature in civil engineering design, construction practices and/or plan review, to demonstrate possession of the knowledge and abilities listed above. Education - equivalent to a bachelor's degree from an accredited college with major course work in civil engineering, public or business administration, or a related field.

License or Certificate: This classification requires the use of a personal or City vehicle while conducting City business and requires the ability to perform work at various locations. Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Driver License, or be able to demonstrate the ability to travel on scheduled or unscheduled visits to various City facilities or work locations which may or may not be reachable by public transportation.

Possession of, or ability to obtain a Certificate of Registration as a professional engineer in the State of California is highly desirable.

**ADDITIONAL INFORMATION:**

Working Conditions: The work is performed both indoors in an engineering office environment and in the field in a variety of weather conditions, including very hot and very cold temperatures, at a variety of types of construction sites, including rough, uneven or rocky surfaces for areas of new development and in existing street areas and may involve walking for extended periods of time. Incumbents review engineered plans and measure distances on scaled drawings and maps, using calculators and finely calibrated instruments such as engineering scales and planimeters. Individuals in this classification communicate orally, both face to face and using the telephone. Incumbents sit at a desk or in meetings for extended periods of time with the ability to move about at will. Incumbents enter or retrieve data into a terminal, personal computer or keyboard device. The incumbent comprehends and draws inferences from codes, policies, and technical literature.

Selection Process:



Applications and answers to supplemental questionnaires will be carefully reviewed. Those applicants demonstrating the best match with what we are seeking will be invited to continue in the process, which is anticipated to include a structured oral board interview.

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APPLICATIONS MAY BE FILED ONLINE AT:  
[www.srcity.org/jobs](http://www.srcity.org/jobs)

Job #16/17-99JAR-O  
DEPUTY DIRECTOR - DEVELOPMENT SERVICES  
JR

Computer kiosks are available at our office for applicant use:  
100 Santa Rosa Ave, Room 1  
Santa Rosa, CA 95404  
Monday - Friday 8:00 AM to 5:00 PM

CONTACT US:  
707-543-3060 [jobs@srcity.org](mailto:jobs@srcity.org) (do not send resumes here)

**APPLICANT'S RESPONSIBILITIES:**

Before making the final submission of the application, it is your responsibility to ensure you are submitting a complete application package, which will consist of a complete application for employment reflecting all jobs you have held during at least the last 10 years and may consist of additional required documents and a complete supplemental questionnaire. A resume will not be accepted in lieu of a complete application. Your responses to any supplemental questions describing specific work experience and education must clearly correspond to work history and education on your application.

**SPECIAL ACCOMMODATIONS:**

If special accommodations are necessary at any stage of the examination process, e.g., written examination, oral appraisal interview, assessment center or other activity, you must request an accommodation within five (5) business days of being noticed that an event requiring accommodation is occurring and every attempt will be made to consider your request. To request an accommodation, please visit our website at [www.srcity.org/jobs](http://www.srcity.org/jobs) or call Human resources at 707-543-3060. The City is an equal opportunity employer.

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### **Deputy Director - Development Services Supplemental Questionnaire**

- \* 1. Please describe your professional and/or technical experience in civil engineering design, construction practices, and/or plan review. Highlight experience with development proposals, encroachment permit applications, public improvement plans, and final subdivision maps.
- \* 2. Describe your experience supervising, hiring, training, coaching, setting performance standards, implementing disciplinary actions and evaluating staff. In your answer, please identify the length of your supervisory experience, the job titles/types of employees you supervised, and where you gained this experience.
- \* 3. Describe your experience implementing priorities of a governing body and your role in resolving development-related issues in a complex political environment.
- \* 4. Please be sure to list your related educational accomplishments and professional licenses in the appropriate part of the application. In the space below, describe how your education and related licenses have helped prepare you for a division-management level position in the field of Development Engineering.

\* Required Question