

CITY OF SALINAS

DEPUTY CITY MANAGER (DEVELOPMENT/CITY ENGINEER)

BARGAINING UNIT/CLASS CODE:

DEPT. DIR. / B01

DEFINITION

To plan, organize, direct and review the activities of the divisions comprising engineering, permit center and community development, to include engineering, issuance of all permits and enforcement of building codes; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over professional, technical, and clerical positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Direct and participate in the development and implementation of goals, objectives, policies and procedures that relate to community development, permit issuance and public works. Represent the City Council before the community, outside development agencies; participate in numerous public meetings. Plan, organize, direct, and review all public works engineering activities including design, surveying and inspection. Plan, organize, direct and review the activities of the permit services to include permit issuance, plan check, inspection processes, housing code enforcement, permit processing and building records keeping. Plan, organize, direct and review transportation, parking, and traffic engineering activities. Improve and coordinate the permit issuance, plan check and inspection processes procedures of the City. Evaluate, develop and implement changes necessary to improve the coordinated efforts between City development divisions to expedite effective processing of building projects in the City. Confer with and advise administrative staff on problems related to the design and construction of public works systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems. Prepare and present reports to City Council, Board of Supervisors, LAFCO, other public agencies and relevant advisory bodies with respect to Public Works matters. Negotiate, prepare and administer contracts and agreements. Resolve difficult community development and administrative policy questions. Maintain departmental awareness of current developments in management and fields of specialty; serve on boards of directors of various agencies, non-profit corporations and professional associations. Work with business owners, investors and developers to encourage and facilitate new investment in the community. Review plans, engineering reports, budget estimates, and proposed ordinances submitted by administrative staff. Review and approve plans for public works improvement projects. Serve as technical advisor to the City Manager and City Council on public works, engineering, urban planning, and building code matters; develop comprehensive recommendations for management use. Supervise and participate in the development and implementation of the capital improvement program and budget. Respond to and resolve difficult citizen inquiries and complaints. Meet with the public in small and large groups to discuss City policies, practices and problems. Supervise and participate in the preparation and administration of the department budget. Coordinate public works activities with other City departments and with outside agencies. Select, supervise, train, and evaluate professional, technical and clerical subordinates. Supervise the development, administration and enforcement of departmental responsibilities in such matters as affirmative action, safety and emergency preparedness. Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty. Prepare written and oral reports to staff, Commissions, and City Council. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read

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printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering and administration as applied to design, construction, operation, and maintenance pertaining to public works facilities, technical inspections services, wastewater treatment operations and solid waste operations. Principles and practices of community development administration including planning, zoning, housing and economic development. City policies and procedures governing engineering, inspections, maintenance, and wastewater treatment operations. Methods, materials and techniques employed in construction. Technical, legal, and financial aspects involved in the conduct of urban planning, building code and public works programs. Codes, ordinances, resolutions, and laws affecting the operation of urban development, building and public works activities. Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating all projects, private and public. Assessment district practices and procedures. Principles and practices of modern office management. Recent developments, current literature and sources of information in municipal public works administration related to development, building and public works activities. Principles of organization, administration, budget and personnel management.

Ability to:

Plan, organize, direct and review the activities of a large City department in manner conducive to full performance and high morale. Delegate authority and responsibility and schedule and program work on a long-term basis. Identify, coordinate and resolve a wide variety of interests in the development of land use policy and redevelopment programs; negotiate effectively with developers, property owners, and consultants. Communicate clearly and concisely, orally and in writing. Prepare a departmental budget. Prepare accurate and comprehensive reports. Draft contract documents. Establish and maintain effective working relationships with others. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skills to:

Perform design engineering; prepare plans, drawings, specifications, diagrams, and sketches pertaining to public works construction and development projects.

License or Certificate:

Possession of certificate of registration as a professional civil engineer in the State of California. Possession of certification as a Building Inspector is required within two years of employment/appointment.

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Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's Degree from an accredited college or university in civil engineering, planning or closely related field and ten (10) years of progressively responsible professional/municipal civil engineering, urban planning work and supervisory experience. Masters in Public Administration, Business Administration or a closely related field is highly desirable.

Reviewed _____
City Manager

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 6-03, REV: 2-07