

City Government THE CITY OF NEEDLES is seeking qualified individuals for the following Full-Time position: **Director of Development Services**. For minimum qualifications and salary range, see detailed job description online or in person at City Hall. Applications and job description may be obtained online at: [www.cityofneedles.com](http://www.cityofneedles.com) or in person at City Hall, 87 Third Street, Needles, CA 92363. Open until filled.

**CITY OF NEEDLES**  
**POSITION DESCRIPTION**

Position Title: **Director of Development  
Services**

Job Classification: Exempt  
Wage Range: \$86,444-\$110,344 annual

Department: Development Services

**PURPOSE/OBJECTIVE OF JOB:** A department head position which reports to the City Manager with responsibility for the developmental functions of the City, including planning, engineering, code enforcement and building inspections. Performs lead responsibility for all construction and project management for Capital Improvement Plan/Budget. Also works with the Utility Executive Director (City Manager.)

**REPORTS TO:** City Manager

**EXAMPLES OF RESPONSIBILITIES:**

- A. Under administrative direction, direct and supervise planning, engineering, building, capital improvements sections of the Development Services Department.
- B. Participate in the development and implementation of goals, objectives, policies, procedures, and priorities.
- C. Prepare and administer departmental budget.
- D. Maintain a high level of public communications.
- E. Analyze and interpret social, economic, population and land, use data and trends; prepare written and graphic reports on various planning matters and elements of the general plan.
- F. Develops general plan and development code and assures timely updates and other measures to streamline regulations.
- G. Prepare initial studies and CEQA Compliance.
- H. Serve as staff to a variety of City commissions and boards.
- I. Attend and participate in meetings and conferences regarding City development areas.
- J. Develops capital improvement program including the five year capital improvement plan and annual capital projects for the City and NPUA.

**MINIMUM QUALIFICATIONS:**

- A. Knowledge of principles and practices of urban planning and zoning.
- B. Knowledge of laws underlying general plans, zoning and land divisions.
- C. Applicable environmental laws and regulations.
- D. Development review systems and applications.
- E. Current literature, information sources and research techniques in the field of urban planning.
- F. Supervisory management principles and practices.
- G. Effectively supervise professional staff, understand and interpret laws, codes, regulations and other related materials.
- H. Communicate effectively both orally and in writing.
- I. Make effective public presentations to boards, commissions, and council.
- J. Work cooperatively with other employees and the public.
- K. Minimum requirements may be satisfied by any combination of experience and/or education that would have applied or developed the knowledges, skills, and abilities listed above.

**GENERAL:**

This classification description is not intended to be all-inclusive and employee will also perform other reasonable related duties as assigned by management as required.

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.