

Code: 7155

Title: DEVELOPMENT SERVICES DIRECTOR

SUMMARY: This position is responsible for the planning, organizing and coordination of the Pima County Development Services Department activities and providing improved services to the developmental community and the general public. This is an appointed, Unclassified position, exempt from the Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs complex administrative work for the County Administrator in dealing with planning and development issues;

Responds to citizen inquiries and complaints, performs related research and staff work and resolves problems and complaints;

Reviews management and departmental reports, studies, and recommendations in the area of planning, zoning and development to evaluate their impact on the County and initiates or recommends appropriate action;

Performs special projects dealing with planning and development issues at the direction of the County Administrator or Board of Supervisors;

Represents the County at meetings, conferences, and civic functions relative to Departmental activities;

Researches and composes a variety of correspondence independently;

Establishes and maintains close and continuing liaison with County management, the Board of Supervisors, County development agencies and activities, and related agencies of other jurisdictions;

Provides technical assistance to prospective industries seeking information about locating in Pima County;

Develops and administers the Department budgets;

Plans, develops and maintains a review process to streamline the administrative procedures necessary for the issuance of all types of development and building permits, to include cooperative efforts with the City of Tucson and another related agencies ;

Develops, negotiates and administers Inter Governmental Agreements (IGAs) with other governmental agencies;

Reviews new or proposed legislation relative to Departmental activities and recommends or initiates required actions;

May oversee special development related review functions located in various County public works departments;

May chair or serve on various committees as assigned, including intergovernmental or legislative projects.

KNOWLEDGE AND SKILLS:

Knowledge:

Knowledge of:

- the principles and practices of management, public administration and planning and development;
- County government operations, organization, policies and procedures;
- effective office and public communications;
- City and County ordinances, rules and regulations, and related legislative materials, pertaining to development and improvement planning;
- County master plans, zoning and land development plans, codes, rules and regulations;
- County policies, procedures and administrative processes for personnel management, contracting, legislative activity, budgeting and fiscal control;
- local and regional conditions which are of interest to industries considering relocation to Pima County.

Skills:

Skill in:

- developing, managing, and maintaining a responsive development planning organization;
- negotiating and administering Inter Governmental Agreements (IGAs);
- developing and administering a Departmental budget;
- researching and compiling data, and preparing a variety of technical reports, letters, memoranda, and other communications;
- evaluating the impact of new or proposed legislation, rules, regulations and like matters on departmental operations and initiating or recommending needed changes;
- maintaining effective working relationships with County and other agencies, public and private groups, and the public;
- interpreting, applying and explaining policies, procedures, ordinances and related planning/zoning codes and guidance to others;
- dealing effectively with irate or highly emotional members of the public.

DESIRED QUALIFICATIONS: Specific qualifications for this position will be determined by the County Administrator at the time of recruitment. Typically, this will require at least a Bachelor's (or higher) degree from an accredited college or university, with a major in urban or regional planning, civil or environmental engineering, public or business administration, or a related degree and five or more years of professional, administrative or management experience in a public sector planning, development and/or land-use zoning setting.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

10/21/90

Updated 07/07/00(fn)

