



City of Phoenix

DEPUTY PLANNING and DEVELOPMENT DIRECTOR

JOB CODE 60930

Effective Date: 2/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct the activities of a major division of the Development Services Department, including coordination of field and office work in the enforcement of construction regulations. Work involves reviewing building plans, site plans, construction documents, inspection reports and development proposals for compliance with applicable City codes and ordinances and issuing related permits. Supervision is exercised over professional engineers and/or supervisors working in various sections that are responsible for inspecting buildings, reviewing plans and issuing construction permits. Work assignments are very broad in scope and are performed with considerable independence. Work is performed under the direction of an Assistant Development Services Director and is reviewed based on results obtained.

ESSENTIAL FUNCTIONS:

- Supervises and coordinates the activities and training of all personnel assigned to the division;
- Develops standards and procedures for the conduct of the division;
- Provides general guidance to the work program of the division and aids in interpreting policy;
- Acts as technical adviser to employees in solving difficult assignments and in reviewing the objectives, feasibility, and techniques of execution and resultant findings of their work;
- Formulates division operating budget for the review and approval of department management;
- Advises department management in the establishment of personnel policy;
- Participates in code development with appropriate agencies and jurisdictions;
- Conducts hearings and makes decisions on requests for variances, interpretations, use permits and modifications of zoning or construction stipulations;
- Presents the department's policies and positions in meetings, negotiations and communications with the public, citizen and industry groups, the City Manager, Mayor and City Council offices, the media and other public forums within assigned areas of authority;
- Participates in formulation of department policies, goals and objectives as a member of the senior management team;



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- Acts for Assistant Development Services Director in his or her absence;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration, supervision, customer service, and public meetings and hearings.
- Engineering fields including civil, structural, architectural, electrical or mechanical.
- Planning and design fields including architecture, urban planning, transportation planning and landscaping.
- Modern methods and techniques as applied to the design and construction of buildings and site development.
- City Construction Code and Zoning Ordinance format, content and purpose.
- Subdivision design principles and land use relationships.
- Leadership styles and skills.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Analyze and compile technical and statistical information and produce technical and administrative reports.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from written material.
- Use graphic instructions such as blueprints, schematic drawings, layouts or other visual aids.
- Work cooperatively with other City employees and the general public.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:



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- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of professional planning or engineering experience including one year in code administration and a bachelor's degree in urban planning, architecture, engineering or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.