City of Chesapeake	Class Title: Director, Development and Permits

Position Code: 2200	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee the divisions of code compliance, zoning, development construction, and development engineering. The class is responsible for supervising staff, establishing long range plans, developing policy and procedures, preparing budgets, evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The class plans, organizes and implements programs and formulates long range goals for the organization; develops policy and position papers and reports progress to chief administrative officer and/or elected officials.

TYPICAL TASKS

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

- Develops goals, objectives, policy and procedures for the neighborhood revitalization and improvement activities and programs in consultation with elected or appointed officials, senior management, department heads, and department staff.

- Articulates policies and procedures to divisions and evaluates to ensure compliance and identify deficiencies.

- Directs various activities such as plans review and code compliance, enforcing the City Zoning ordinance, issuing permits, inspections of development projects, reviewing and approval of development plans, and other activities, processes, or programs.

- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance City processes and activities and plan for future expansion to meet growth needs.

- Advises and consults with elected and appointed officials, commissions, department heads, federal or state regulatory agencies, staff agencies, developers, civic or private groups, and others on problems, strategies, policies, and procedures related to issues, concerns, programs, and projects.

- Represents the City on regional and local boards or committees and at meetings involved in development and permits related issues; makes presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups.

- Oversees administrative matters such as developing and defending department budgets, administering expenditures, managing contracts, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.

- Attends or conducts staff, committee, task force, and other professional meetings to exchange information.

- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and engineering, administrative, professional, technical, managerial, financial and planning practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, analytic geometry, differentiation, and integration of algebraic functions, descriptive and inferential statistics, and financial and econometric models.

Language Requirements	Reads engineering, professional, and technical journals, abstracts, financial reports, or legal documents, speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal, legal, or managerial nature and formulate important recommendations or makes technical decisions that have an organization wide impact.
Decisions/Supervisory Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a bachelor's degree in urban or community development, civil engineering, public administration or a closely related field. Master's degree preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Requires Professional Engineer License issued by the Commonwealth of Virginia. Depending on position, State and/or City certification(s) may be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.