



## DEVELOPMENT MANAGER

**AGENCY/DEPARTMENT:**  
Development/Varies

Approved By HR Director: Linda Matthews  
Date Approved: 01/28/2005  
Date of Last Revision:

Reports to: Development Director  
Supervises: Varies  
Conflict of Interest Code Filer:

**JOB SUMMARY:** Under administrative direction, manages and coordinates development projects and programs including complex construction, infrastructure, public facility, parks and open space projects and contracts; coordinates projects and programs among Development Agency departments including Planning, Engineering, and Building; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is distinguished by project or program management of large and complex development projects requiring extensive coordination with internal City staff and departments as well as external coordination with consultants, contractors and other agencies.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Manages development projects including complex construction, infrastructure, public facility, parks and open space projects and contracts.
2. Assists in establishing objectives, priorities, and schedules for programs and activities.
3. Administers public contracts and interprets contract provisions.
4. Develops and administers budgets, design and construction standards, and specifications for construction and/or landscape contracts and projects.
5. Prepares project cost standards, budget estimates, requests for proposals, and grant applications.
6. Confers with developers, architects, engineers and City staff to review development plans and projects and conformance with City standards and needs.
7. Develops conditions of approval and agreements with private developers; coordinates projects with other departments and agencies.
8. Prepares and evaluates recommendations for the Development Advisory Board.
9. Reviews and approves consultant and contractor invoices and conducts project oversight and inspections.
10. Prepares, reviews, and present reports to City administration, commissions, and City Council.
11. Assists in contract negotiations; monitors compliance with contractual agreements.
12. May supervise and direct the activities of staff including employee selection, work assignments, performance evaluations, employee development, disciplinary action, and complaint resolution.

### QUALIFICATION GUIDELINES:

**ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.**

**EDUCATION:** Equivalent to bachelor's degree from an accredited college or university in construction management, planning, architecture, landscape architecture, environmental management, or a related field.

**EXPERIENCE:** Five years of professional development experience, including project management, land development, contract administration, budgeting, material uses and methods, and field inspection practices.

**KNOWLEDGE OF:**

- Principles and practices of project management.
- Principles and practices of public contracting and contract management.
- Principles and practices of modern land and infrastructure planning and construction.
- Principles and practices of landscape planning and design.
- Construction and landscape materials and methods.
- Field inspection practices.
- Budgeting practices.
- Applicable federal, state, and local laws, codes, and regulations.
- Supervisory principles and practices.

**ABILITY TO:**

- Manage complex construction, infrastructure, public facility, parks and open space projects and contracts.
- Review construction and land development plans and reports.
- Prepare design concepts, project specifications and contract agreements.
- Prepare and evaluate requests for proposals and grant applications.
- Interpret plans and specifications for conformance with City codes and professional standards.
- Plan, organize and complete multiple projects and programs within established deadlines.
- Operate a computer using word processing, spreadsheet, and related software programs.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious, and effective working relationships.

---

**LICENSES:**

- Valid Class C California driver license.
- Acceptable driving record at time of application and throughout employment.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Certification or specialized training in project management, contract administration, budgeting, landscape architecture, engineering, or a related field.
  - Public sector development experience.
-

**FLSA Exemption Status:** Exempt  
**Employee Unit:** 3 - Management  
**DOT Program Participant:** No  
**Job Family:** Project Management  
**Career Progression:**