

**RESOLUTION R18-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES  
ESTATES, CALIFORNIA AMENDING RESOLUTION R18-10, PALOS VERDES  
MANAGEMENT-ADMINISTRATION CLASSIFICATIONS AND SALARY  
RESOLUTION, BY ADDING ONE FULL-TIME POSITION OF COMMUNITY  
DEVELOPMENT AND PUBLIC WORKS DIRECTOR**

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES,  
CALIFORNIA RESOLVES:

Section 1. The Management - Administration Classification and Salary Resolution R18-10 is amended by adding thereto the full-time classification of "Community Development and Public Works Director". The job specification for this classification shall be described in the job description attached to this resolution. A person holding a position in this classification shall be compensated within the following monthly salary range:

\$9,836 - \$12,916

Section 3. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED on this 10<sup>th</sup> day of July, 2018.

  
Betty Lm Peterson, MAYOR

ATTEST:

  
Lauren Pettit, CITY CLERK

APPROVED AS TO FORM:

  
Christi Hogin, CITY ATTORNEY

**CITY OF PALOS VERDES ESTATES  
JOB DESCRIPTION**

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**JOB TITLE: COMMUNITY DEVELOPMENT AND PUBLIC WORKS DIRECTOR**

**FLSA Status: Exempt  
Designation: Executive Management**

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**Definition**

The Community Development and Public Works Director, working under direction of the City Manager, plans, coordinates, manages and oversees the activities, operations, staff and contracts of the public works, engineering, planning and building divisions, including street and parks maintenance; facility maintenance; traffic safety, refuse collection; municipal engineering services; sewer maintenance; current and long range planning; building plan check and inspection; code enforcement; public works permitting and inspection; stormwater management; department budget and administration; and technical oversight. Serves as staff liaison to the City's Planning Commission and Parklands, Traffic, and Technology Advisory Committees. Provides highly responsible and complex professional assistance to the City Manager, community relations, contract management and others in areas of expertise. May provide direct supervision to subordinate level technical, clerical and contract staff.

**Duties**

The Community Development and Public Works Director performs the following duties which may include, but are not limited to:

- Assumes full management and technical responsibility for all services and activities within the Community Development and Public Works Department including, but not limited to, street and parks maintenance; facility maintenance; traffic safety, refuse collection; municipal engineering services; sewer maintenance; current and long range planning; building plan check and inspection; code enforcement; public works permitting and inspection; stormwater management; and other related activities.
- Develops, oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan and other planning documents and schedules.
- Administers, assembles, plans, and manages the City's entire Capital Improvement Program including Building Facilities, Streets and Transportation, Storm Drains, Sewer, and municipal separate storm sewer systems (MS4).
- Serves as City Engineer if a registered professional engineer or oversees a contract for City engineering services.

- Reviews, approves, and signs City Tract & Parcel Maps, Certificates of Compliance and other documents per the Subdivision Map Act, or oversees a contractor to perform this function.
- Manages and participates in the development and implementation of organization and departmental goals, objectives, and priorities for assigned service area; recommends and administers policies and procedures to be used in conjunction with zoning and planning laws, subdivision ordinance, stormwater regulations, public contract code and other related ordinances and public notices.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approval of expenditures; directs the preparing and implementation of budgetary adjustments.
- Oversight and administration of professional consulting services to include: engineering and plan check contracts for private development; ensures that development standards are consistent with project applications and the City's environmental policies and requirements.
- Oversees and participates in the review and management of the Capital Improvement Plan, ensuring consistency with the City's General Plan.
- Directs and participates in the processing, planning, managing and evaluating of major projects such as General Plan amendments, re-zonings, engineering design and construction engineering work, including utilities and rights-of-way engineering etc.
- Oversees the processing, review and scheduling of development applications submitted to City; ensures result is a thorough, comprehensive project analysis consistent with all City codes and ordinances; ensures implementation of the City's General Plan and City Council policy decisions.
- Oversee and administers environmental quality standards and programs associated with FEMA floodplain administration, NPDES, and water quality compliance.
- Oversees, develops, maintains, studies, updates, implements, and interprets the City's General Plan, Zoning Ordinance, Public Works Standards, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, California Environmental Quality Act (CEQA), Palos Verdes Homes Association restrictions and guidelines and related City codes, ordinances and policies affecting and/or related to planning and land use issues.
- Attends meetings of Traffic Safety Committee, Planning Commission, Parklands Committee, Technology Advisory Committee, City Council and other related meetings as required; provides staff support, reports and presentations, technical direction and guidance to the Traffic Safety Commission, Planning Commission, Parklands Committee, Technology Advisory Committee and City Council including the development of all City planning programs; investigates and reports on matters requiring Commission/Committee/Council action.
- Attends and participates in professional group meetings; stays abreast of new trends and innovation in the fields of planning, building and public works; represents the City on regional and state technical committees
- Monitors State and Federal legislation, regulations and technology that may affect City or

- department operations; implements policy and procedural changes as required.
- Applies for grants administered by regional, federal and state agencies.
  - Maintains and directs the maintenance of departmental files.
  - Works collaboratively with public and responds to and resolves difficult and sensitive citizen inquiries and complaints.
  - Plans, directs, supervises and assigns work to assigned support staff.
  - Evaluates current practices and policies and recommends appropriate changes and updates.
  - Prepares public information on practices and policies.
  - Prepares and presents staff reports and other necessary correspondence.
  - Performs related work as needed.

### **Qualifications**

#### **Knowledge and Abilities:**

- Principles, practices and legislative requirements related to administering a planning, building public works department, including general plan development and administration, land-use planning, zoning, coastal use, environmental impact reports and administration, other environmental laws, building codes, infrastructure maintenance, engineering, and related matters.
- FEMA, NPDES, WQMP, and other environmental compliance programs; construction, financing and legal requirements associated with civil engineering and public works projects
- Applicable Federal, State and local laws, codes, regulations including California Planning Law, the Subdivision Map Act and the California Environmental Quality Act (CEQA)
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Principles and procedures pertaining to site planning, architectural review and design, and city engineering.
- Advanced principles and practices of municipal budget preparation and administration. Prepare and administer large and complex budgets; allocating limited resources in a cost-effective manner.
- Techniques for effectively representing the City in contacts with governmental agencies, community and business groups, the public, professional, regulatory and legislative organizations.
- Methods and techniques for writing and presenting, contract negotiations, business correspondence, information distribution; research and reporting methods, techniques, and procedures.
- Techniques for dealing effectively with the public, vendors, contractors and City staff in person, writing, and over the telephone.
- Provides administration and professional leadership and direction for the Community Development and Public Works Department including the planning,

organizing, directing and coordinating the work of management, supervisory, professional, and technical and contract personnel; delegate authority and responsibility.

- Develop, implement and administer goals, objectives and procedures, work standards and internal controls for department and assigned program areas.
- Provide courteous and responsive communication to the public.
- Evaluate operations and problems; recommend and implement efficiency and productivity in improvements.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations effectively administer a variety of City programs and administrative activities.
- Establish and maintain effective working relationship with staff, City Council, commissions/committees, other agencies community groups and individual citizens.
- Resolve complicated situations requiring diplomacy and tact.
- Attend meetings outside of regular working hours.
- Work under pressure with strict deadlines.
- Make independent decisions.
- Exercise confidentiality.
- Follow oral and written instructions.
- Read, interpret and apply policies, procedures, rules and regulations.
- Modern office procedures and methods including computer equipment, word processing, spreadsheet, database, graphic presentations and other needed specialized software applications, and internet and electronic communication
- Operate standard office equipment.
- Safe work and driving principles and practices.

**Experience and Education:**

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- Graduation from a four-year college or university with major course work in urban or regional planning, civil engineering, geography, public or business administration, or a related field. Master's degree in related fields is highly desirable.
- Seven years of responsible planning and building experience including three years of management and supervisory experience.
- Possession of, or ability to obtain, a valid California Driver's license.
- Certification by the American Institute of City Planners (AICP) or related organization is highly desirable.
- Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Civil Engineers is highly desirable.

**Physical Requirements:**

Moderate: Typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

*The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

*This position is required to annually complete and file the California State Form 700 (Statement of Economic Interest Disclosure).*

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS:  
CITY OF PALOS VERDES ESTATES )

I, Lauren Pettit, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R18-37** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 10th day of July, 2018, by the following vote:

AYES: COUNCILMEMBERS: Peterson, Kao, Davidson, King, Vandever

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None

  
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Lauren Pettit, City Clerk