



DEVELOPMENT ASSISTANT MANAGER

712

Jamestown
1607

DEPARTMENT: Development Management

NATURE OF WORK:

Performs advanced professional and managerial work evaluating policies, regulations, and practices related to the development and use of land, environmental management, and stormwater management; performs assigned or special tasks related to the Department's functions. Work is performed under the managerial direction of the Development Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

Acts on behalf of Development Manager supervising senior staff, managing meetings, presenting findings, and representing the County in issues related to development.

Develops and implements a strong public relations program designed to inform our citizens and to keep department processes valid and transparent.

Prepares, oversees, and coordinates the development and implementation of department Strategic Management Plan (SMP) goals and objectives.

Develops and oversees implementation of department's training and customer service programs.

Assists in preparation and implementation of the department budget.

Assists division directors in identifying and streamlining development review procedures and works to implement those procedures organization-wide.

Serves as special project manager for major planning and development projects requiring exceptional management attention.

Coordinates and oversees expedited review requests from Economic Development.

Supports division managers in resolving policy issues.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily in an office setting. Operates general office equipment to include telephone, calculator, computer keyboard, and copier. Requires the ability to travel among various work locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of Federal, State, and local laws, regulations, and standards controlling programs for land planning, development, and environmental management.

Extensive knowledge of principles, practices, materials, and techniques of land use regulations.

Thorough knowledge of management and supervisory practices.

Thorough knowledge of development objectives of the County government and of physical, economic, and land-use characteristics of the County.

Ability to manage several projects simultaneously and to meet deadlines.

Ability to evaluate program needs and methods and to adapt management and technical practices to such needs.

Ability to represent program objectives and methods effectively before developers, property owners, contractors, and trades practitioners as well as official bodies and the general public.

Ability to plan, coordinate, and direct the work of staff engaged in a variety of activities.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with County officials and employees, developers, contractors, property owners, representatives of planning groups, and governmental agencies.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Urban Planning, or a related field; supplemented by graduate studies in urban planning and management; extensive supervisory and managerial experience in the regulation of land use; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must be able to work a flexible schedule.

Requires a post-offer credential check.

Requires the ability to travel among various work sites.

Date: May 2007

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Development Assistant Manager
Department: Development Management

Position Number: 712
Division: Development Management

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state, or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

| | Ability to manipulate materials and/or equipment (lbs) | | | | | | Frequency of Manipulation | | |
|-------------------|--|------|-------|-------|-------|-----|---------------------------|------------|--------------|
| | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally | Frequently | Continuously |
| Lift | | | | | | | | | |
| Push/Pull | ✓ | | | | | | ✓ | | |
| Hold/Carry | ✓ | | | | | | ✓ | | |

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

| | Duration (hours/day) | | | | | | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|----|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9+ | | | |
| Stand | | ✓ | | | | | | ✓ | |
| Sit | | | ✓ | | | | | ✓ | |
| Walk | ✓ | | | | | | | ✓ | |
| Run | | | | | | | | | |

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold, or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

| <u>Transmission</u> | <u>Standard</u> | <u>Automatic</u> | <u>Multi-Gears</u> |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Car | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (list) _____ | | | |

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