



## CITY OF SANDY JOB DESCRIPTION

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**POSITION TITLE:** Development Services Director  
**DEPARTMENT:** Development Services  
**FLSA STATUS:** Exempt  
**SALARY GRADE:** L  
**REPRESENTATION:** None

### **GENERAL POSITION SUMMARY:**

The Development Services Director is responsible for oversight of the day-to-day operations of the Planning and Building Divisions. The Director performs professional and managerial work requiring advanced knowledge of the principles of urban planning, case law, house and senate bills, urban redevelopment, urban renewal, building processes, State building codes, and other related operations. This position requires extensive interaction with the public, co-workers, elected officials, commission and board members, attorneys, builders, developers, real estate agents, surveyors, engineers, and outside agencies.

### **ESSENTIAL JOB FUNCTIONS:**

- Provides leadership through planning, organizing, directing, and supervising all activities of the Planning and Building Divisions.
- Coordinates department activities with other departments and agencies as needed.
- Plans and organizes workloads and assignments for department staff, and other staff members that are partially assigned to complete tasks for the Development Services Department.
- Prepares, administers, and monitors the department budgets based on staffing and resource requirements and program objectives and goals.
- Oversees and participates in reviewing applications for land development for compliance with the Comprehensive Plan, Development Code, house and senate bills, state statutes, new case law, and other city ordinances and codes; processing and evaluating legislative changes, quasi-judicial permit requests, land use permit requests, and development action requests, and sign permit applications; negotiating, collaborating, and compromising to achieve community objectives as necessary and appropriate; preparing staff reports, studies, and recommendations related to the development and updating of the City's comprehensive plan, facility plans, refinement plans, and current planning applications; and performing field inspections to insure applicant's compliance with various site requirements.
- Interprets ordinances and other development regulations, including the City's design standards.
- Provides guidance to the City Manager, City Council, Parks and Trails Advisory Board, and Planning Commission in formulating land use and development policies and decisions.
- Attends meetings and makes presentations to the City Council, Planning Commission, Parks and Trails Advisory Board, Clackamas County Boards, and other public groups and organizations as needed.

- Writes RFPs, RFQs, and other bid documents.
- Oversees consultants and contractors that are hired by the City.
- Coordinates and provides general and technical information and assistance to engineering, surveying, SDC consultants, and planning consultants contracted by the City.
- Manages and participates in preparing long range and current planning documents; gathering, interpreting, and preparing data for studies, reports, and recommendations; and coordinating department activities with other departments, neighboring governing bodies, regional planning efforts, and state agencies as needed. Presents plans to governing bodies, community groups, agencies, and the general public as necessary.
- Manages or participates in the enforcement of development, building, and nuisance codes; issues notices of correction and citations; communicates with the City Council and Planning Commission, other departments or agencies, or the general public about the purpose of such; handles complex or sensitive cases relating to code enforcement.
- Helps the Building Official and Fire Marshal determine issuance of certificates of occupancy or temporary certificates of occupancy.
- Assists the Public Works Department in administering the Sandy Municipal Code, best practices, standard details, and messaging around development concerns related to water, sanitary sewer, stormwater, and transportation.
- Assists in securing bonds, set-aside agreements, and other financial commitments from developers and homeowners. Also, participates in release or collection of such financial commitments.
- Assists the Economic Development Manager with urban renewal projects.
- Develops and implements methods and systems to improve customer service, including improvements to the application process, memorandums, and forms.
- Oversees the process of land annexation, maintains files and records, and notifies state and local agencies and utility providers about completed annexations.
- Identifies funding sources from other agencies for special projects, planning related activities; aids in preparing grant proposals in cooperation with local, state, and federal agencies, and private developers and representatives of citizen groups and the general public.
- Participates on the City's management team to collectively handle citywide issues.
- Performs other duties as assigned that support the overall objective of the position.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

A Bachelor's degree in planning or a related subject plus five years of progressively responsible municipal planning experience, or four years of experience plus one year of supervisory experience; or any combination of experience, education, and training that provides the required knowledge, skills, and abilities. Private sector planning experience with a public sector client will also be considered in determining municipality planning experience. A Master's Degree in planning is strongly preferred.

**Necessary Knowledge, Skills, and Abilities:**

- Knowledge of management and supervisory practices and principles.
- Knowledge of fiscal management, including budget preparation, expenditure control, and record keeping.
- Knowledge of SDCs and financial guarantees, such as bonds.
- Knowledge of economic development and grant writing.
- Thorough knowledge of City, State, and Federal laws pertaining to the area of responsibility; community involvement, public review processes, and practices.
- Knowledge of the principles and practices of current and long-range planning, including the Oregon land use system.
- The position requires advanced professional knowledge of the theory, research and analysis, principles and techniques of the planning profession and development process.
- In-depth knowledge of all applicable federal, state, local, and case laws ordinances and codes pertaining to a wide variety of planning topics.
- Considerable knowledge of aspects of civil and traffic engineering, economics, sociology, and architecture that apply to planning and development.
- Knowledge of real estate terminology, laws, practices, policies, and regulations.
- Knowledge of computer applications including Microsoft Office, databases, and internet applications, and GIS.
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees.
- Strong interpersonal and public relation skills to work effectively with various officials, staff, citizens, builders, developers, and other customers. Ability to provide consistent, accurate, and timely customer service.
- Ability to understand and manage high-profile, sensitive, or controversial political and/or legal situations.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City of Sandy.

**Special Requirements/Licenses:**

- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check, and satisfactory driving record.

**SUPERVISION RECEIVED:**

Works under the direction of the City Manager who holds the employee accountable for achieving the City Council goals and objectives, and the State of Oregon statutes and bills.

**SUPERVISORY RESPONSIBILITIES:**

Supervises all Development Services Department staff.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear and must have the hearing and speaking ability to conduct formal presentations to large audiences.
- The employee will also be required to reach with hands and arms, use hands to finger, handle, feel or operate objects, tools, or controls, and must have sufficient hand eye coordination to operate common business equipment such as personal computers.
- The employee is often required to walk or to drive to sites undergoing land use or code enforcement actions, or to meet with other agencies/jurisdictions, or to attend seminars or other job-related training sessions.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, the ability to adjust focus, and sufficient visual acuity to read letters, numbers, and detailed plans or maps.

**TOOLS AND EQUIPMENT USED:**

- General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, calculator, and telephone.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an office environment under usual office working conditions. The noise level in the workplace is typical of most office environment, with telephones, personal interruptions, and background noises. Work is performed in numerous meeting settings in offices, conference rooms, and public spaces.
- Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting and eyestrain from working with computers and other office equipment.
- Work involves conducting field inspections on uneven ground or in buildings that are under construction is done on an occasional basis.
- This position may regularly be required to work evenings and occasionally on weekends.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related, or logical assignment to the position.*



**CITY OF SANDY  
JOB DESCRIPTION**

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*Jeff Aprati*  
**Interim Deputy City Manager**

Adopted: 4/12/2016  
Revised: 2/17/2017, 8/2020, 6/2023

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**