

**City of La Quinta
CLASS SPECIFICATION
Director**

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Management	E81 – E82	Exempt

CLASS SUMMARY:

This is the second level in a three-level Management Series. Directors apply advanced management principles with critical impact on citizens and the organization. Incumbents exercise strategic and visionary thinking; have long-term organization-wide application and impact; develop and implement programs critical to the city; and exercise control and supervision of multiple assigned functions and/or divisions and significant resources. Responsibility crosses multiple functional units within the organization comprising a designated department. Positions will usually have responsibility for program outcomes.

DISTINGUISHING CHARACTERISTICS:

Department Directors exercise overall responsibility for policy development, program planning, fiscal management, administration and operation of a department; are responsible for providing professional and technical assistance to senior management staff, the City Manager, various committees, commissions and the City Council; and coordinate activities with other departments. Incumbents supervise staff including conducting performance evaluations, coordinating training; and implementing hiring, discipline and termination procedures.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Directs the activities of the department to include overseeing the development and administration of policies, procedures, programs, goals and objectives and presents them to the City Manager and City Council as necessary.

Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary decisions.

Administers and monitors the department budget including allocating resources and approving expenditures.

Attends City Council meetings; develops comprehensive reports and recommendations for the City Manager and executive staff; prepares and/or reviews agenda items; attends other required meetings with city manager, city staff, other regulatory entities, etc.

Represents the city to citizens, public and private agencies; responds to/resolves difficult or complex inquiries and complaints.

Develops, reviews and/or recommends approval of policies, procedures, plans, ordinances, reports, budget estimates, etc.

Performs other duties of a similar nature and level as assigned.

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POSITION SPECIFIC RESPONSIBILITIES:

Positions assigned to **Design and Development** may also be responsible for:

- Overseeing contracted and in-house engineering plan review, design, surveying and inspection;
- Overseeing Capital Improvement Plan, construction, operations and maintenance activities;
- Recommending approval of plans and engineering reports;
- Preparing the Annual Engineer's Report for the Landscape and Lighting District;
- Planning and operations for Transportation Division;
- Overseeing flood plain administration and stormwater quality compliance;
- Overseeing the Pavement Management Program;
- Preparing, revising and administering the Building Code, Zoning Ordinance, Official Zoning Map, General Plan and other Specific Plans;
- Recommending development standards and approval of proposed development projects and subdivision plans;
- Administering the City's Customer Center, including business licenses and the short-term vacation rental program; and
- Creating, revising and monitoring development-related processes, applications, forms and fees.

Positions assigned to **Facilities** may also be responsible for:

- Preparing and recommending strategic plans for department services and facilities;
- Contract management for the operation and maintenance of City facilities/programs, Library/Museum Services, Golf Operations, Street Maintenance, Parks Maintenance, and the Lighting & Landscape District;
- Overseeing the operations and management of the City's golf development, public works division, parks division, and buildings division;
- Serving as liaison between City and its golf course management firm including coordinating and reviewing work, inspecting facilities, evaluating service provided, and reporting to City Council;
- Coordinating park, recreational, and facility activities with fellow staff as well as community groups, sports associations, other municipalities and utilities;
- Participation in plan review of new development, capital improvement programming and value engineering studies; for the golf development, public works, parks and recreation sites, and buildings; and
- Managing and maintaining the City's motorpool.

Positions assigned to **Community Resources** may also be responsible for:

- Contract management for Information Technology, Police, Fire Safety and Emergency Services contracts, Library and Museum contract, waste and franchise agreements;
- Preparing and recommending strategic efforts for the citywide recreation and wellness programs and facilities;
- Fostering intergovernmental, council and community relations; oversight of significant (large scale) community projects;
- Overseeing Human Resources efforts including class and compensation and employee development and relations;
- Directing City-wide marketing strategies (print and electronic) and contracts; and
- Overseeing the Code Compliance and Animal Control programs.

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Positions assigned to **Finance/Treasurer** may also be responsible for:

- Developing/monitoring the budget, collecting and disbursing revenues, accounting, financial reporting and auditing;
- Ensuring proper financial procedures and controls are implemented and used;
- Coordinating the purchase, storage, and issuance of supplies, materials and equipment;
- Administering property and inventory records, investment programs and cash flow; and
- Serving as Chief Fiscal Officer of the City and as Treasurer pursuant to the Government Code of the State of California and the La Quinta Municipal Code.

TRAINING AND EXPERIENCE:

Bachelor's degree and five (5) years' experience related to area of assignment including three (3) years of leadership experience. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- As assigned, valid California Driver's License may be required.
- As assigned, California Professional Engineer (PE) License or ability to acquire it within one year of employment, or other professional certifications related to assignment deemed desirable at time of recruitment.

SKILL IN:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Negotiating and conflict resolution;
- Exercising independent judgment within organizational and legal frameworks;
- Problem-solving, analysis and decision-making;
- Preparing complex reference materials, manuals, reports, rules, laws, regulations and other items;
- Applying local, state and federal laws, rules and regulations;
- Public speaking;
- Mathematical computations required for public budgeting, accounting and forecasting;
- Operating modern office equipment;
- Operating a computer and relevant software applications; and
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, evaluate performance and provide and/or receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: sitting, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services (DT) (1/2014)
Revised by City of La Quinta (1/2016)