

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
DEVELOPMENT PROJECT MANAGER I - 1184

DEFINITION:

Under general supervision, to perform journey-level professional development project management work; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Development Project Manager I is distinguished from other levels within the series primarily based on the complexity and sensitivity of the projects assigned. Typical projects are of a short duration and include discretionary projects involving lot line adjustments, consolidation maps, grading projects, minor public improvements, multi-family buildings, commercial buildings, single-family residences, tenant improvements, room additions, signs, and general building permits.

*** EXAMPLES OF DUTIES:**

- Serves as a single point of contact and liaison between City staff and development customers;
- Ensures project compliance with all local, State, and Federal land use regulations;
- Assembles and coordinates the work of a multi-disciplinary project team;
- Conducts preliminary project reviews;
- Establishes project review timetables and schedules;
- Maintains project diary and official records;
- Makes presentations to community groups and department management;
- Performs other project management duties as needed.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter); **AND** a combination of full-time professional experience as specified below that equal two years: 1) experience in review of mixed-used, residential, commercial, or capital improvement projects for compliance with federal, state (e.g., California Code of Regulations), or municipal codes and regulations, which must include one of the following: zoning, engineering, water, sewer, landscape, other land development, or land use. 2) experience in engineering or planning in the application (e.g., review, analysis, and/or

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

interpretation) of federal, state, or municipal codes and regulations, governing agency policies and engineering standards, and/or community and general plans in land development or construction. 3) project management experience in mixed-use, commercial, industrial, governmental, or large-scale residential development.