

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### DEVELOPMENT PROJECT MANAGER I

##### 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 between City staff and development customers;
- 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 Announcement for updated minimum qualifications.

Two years of full-time experience in the review of residential or commercial projects for compliance with applicable codes and regulations covered by the Uniform Building Code, Title 245, and the Municipal Code including zoning, engineering, water and sewer, and other land development requirements; **OR** two years of full-time professional engineering or planning experience in the application of municipal codes, governing agency policies and engineering standards, or community and general plans in land development or construction; **OR** two years of full-time experience in commercial, industrial, governmental, or large scale residential development project management.

- \* **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.