

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING DEVELOPMENT PROJECT MANAGER - 1180**

**DEFINITION:**

Under general direction, to supervise the work of professional staff responsible for performing development project management work; oversee, review, and participate in the implementation and administration of complex professional development project management work; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the second-level supervisor classification in the Development Project Manager classification series. Incumbents in this classification supervise Development Project Managers and other specialized classifications who perform complex development project management work. Typical projects involve City policy and State law changes and updates.

**\* EXAMPLES OF DUTIES:**

- Supervises and reviews the work of professional development project management staff and multi-disciplinary project teams;
- Meets with City staff and development customers to provide critical project oversight;
- Manages the most complex land use development initiatives and programs;
- Oversees and approves project review timetables, schedules, budgets, and discretionary permit deposit account balances;
- Oversees project diaries and official records of discretionary permits;
- Makes presentations to community groups and department management;
- Prepares reports for City Council, Commissions, Council Committees, and the public;
- Performs other project management duties, as needed;
- Plans, assigns, and supervises the work of professional staff.

**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.

A combination of full-time professional experience as specified below that equals five years. Qualifying experience **MUST** include a minimum of three years of experience as specified in Option 2 or Option 3.

1. Review of mixed-use, residential, commercial, or capital improvement projects for compliance with codes and regulations covered by the California Code of Regulations

**\* 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.

and/or municipal codes including zoning, engineering, water, sewer, landscape, and other land development requirements.

2. Experience in engineering or planning in the application (e.g., review, analysis, and/or interpretation) of municipal codes, governing agency policies and engineering standards, 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.