



CITY OF SAN MATEO
ADOPTED CC 4-12-81
REVISED 11-16-09
REVISED [10-16-23](#)
DEPARTMENT HEAD
EXEMPT

ASSISTANT CITY MANAGER

DEFINITION

To [assist the City Manager in coordinating, directing, and leading the City's municipal operations](#); to plan, organize, direct and review the activities, resources and operations of assigned departments; ~~to assist the City Manager in a wide variety of administrative tasks~~ [perform complex and responsible administrative work in all areas of municipal government and assume full administrative responsibility for the operations and of assigned departments or program areas](#); to conduct specific and comprehensive analyses of a wide range of municipal policies and procedures; to lead multi-departmental initiatives and represent the City Manager's interests in these efforts; and to do related work as required. [The Assistant City Manager also serves as the City Manager in the City Manager's absences or as assigned.](#)

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision [of Department Heads and/or Division Heads, over management, professional, technical, and clerical, and administrative positions-staff as assigned](#)

Can serve concurrently as a department director and provide direction, management, and supervision of the department.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

[Provide leadership and oversight to assigned departments they manage](#)

~~Manage one or more departments.~~

[Work closely with the City Manager and Department Heads, as assigned, to implement City Council policy directives and enables the development and implementation of related goals, objectives, and policies.](#)

~~Assuming~~ Assume delegated authority for controlling routine operations and directing resolution of personnel, budgetary, and administrative issues and problems.

Conduct studies, surveys and collect information on ~~difficult~~ complicated operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager.

Coordinate and participate in the preparation of the annual operating and capital improvement budgets and in budget control activities.

Assume management responsibility for assisting in the City Manager department's services and activities including City-wide work program development, performance management, succession planning, communications, work programs and the City Council.

Supervise, oversee, and monitor assigned program areas; oversee the development of policies, goals and objectives; managing the development and evaluation of the City Council priorities; ensure efficient organization and management systems are in operation.

Assist in the development, planning and implementation of goals and objectives related to the overall administrative activities and operations of the City; recommend and administer policies and procedures.

Establish internal procedures and process improvements for assigned departments

Preparing and monitoring work programs and performance measurements.

May supervise the administration of personnel policies, practices, and procedures, and may serve as the Personnel Officer in the review of personnel-related matters.

Perform comprehensive management analyses in a wide range of municipal policies, organization, procedures, finance and services.

Represent the City Manager and lead multi-department initiatives and projects.

Analyze, interpret and explain City policies and procedures; confer with department heads and employees regarding policy and procedure changes.

Represent the City before the City Council, community, outside agencies, and professional meetings as required.

Attend City Council meetings as appropriate and provide staff assistance to the City Council in the absence of the City Manager and/or as assigned.

Respond to difficult and sensitive citizen complaints and requests for information; confer with the public to explain policies and programs.

Conduct legislative analysis to determine the effect of proposed legislation on City operations and activities.

Coordinate department head meeting management and professional training.

Coordinate activities of the City Manager Office with City departments and divisions, and with outside agencies.

Select, supervise, train, and evaluate staff.

~~Serve as acting City Manager as assigned.~~

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of public administration.

Principles and practices of organization, management, supervision review and analysis.

Principles, methods, and practices of municipal finance, budgeting, and accounting.

Advanced research techniques, methods, and procedures, and methods of report presentation.

Applicable Federal, State, and local laws, rules, and regulations pertaining to local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to:

Plan, direct, and control the administration and operations of assigned departments through the efforts of assigned Department Heads.

Provide effective leadership and coordinate the activities of assigned program areas.

Analyze a variety of administrative and organizational problems, make sound policy and procedural recommendations, and adopt an effective course of action.

Communicate clearly and concisely, both orally and in writing. Make effective public presentations.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Plan, organize, and successfully implement complex projects and assignments.

Prepare complete and accurate reports.

Establish and maintain effective working relationships with others.

Manage, supervise, train and evaluate assigned personnel.

Skill to:

[Managerial and leadership principles and practices](#)

Budgeting and financial management

Operational analysis techniques

Consensus and teambuilding techniques

Operate personal computer and its associated applications.

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience

~~Six~~ Seven years of increasingly responsible and varied administrative experience in municipal government, including four years of significant supervisory and management responsibilities. Three years' experience managing core functions such as administrative services (HR, IT, Finance), Community Development (Planning, Engineering and Building), Public Works, or similar municipal functions.

Training:

Equivalent to a Master's degree from an accredited college or university with major work in public administration, finance, business or a closely related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.



SENIOR CODE ENFORCEMENT OFFICER

DEFINITION

Under general direction, ~~assigns~~ works on, reviews, and participates in ~~and supervises~~ code enforcement activities; ~~to participate in the work of technical staff engaged in and~~ the enforcement of various State and City codes and ordinances; supervises code enforcement personnel and activities when assigned; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This ~~class is the first is the supervisory~~ advanced journey level in the Code Enforcement Officer series. ~~The incumbent~~ This position is responsible for ~~the day to day supervision of section staff engaged~~ managing in cases that involve complex, challenging and sensitive situations related to the enforcement of State and City codes and ordinances ~~related to~~ for use, maintenance and safety of land and structures. ~~Methods of performing assigned responsibilities are largely at the discretion of the incumbent within the framework of Department policy, rules and regulations. Particularly sensitive matters are referred to and jointly decided with the Code Enforcement Manager.~~ This class is distinguished from the next lower classification of Code Enforcement Officer II ~~by~~ through its responsibilities for the managing the most complex code enforcement cases ~~responsibility for assignment and~~ and its supervisory duties, ~~when assigned.~~ responsibilities for the managing the most complex code enforcement cases ~~of the activities of the Code Enforcement Division.~~ The position in this class is required to be fully trained in all procedures and policies related to the code enforcement program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Code Enforcement Manager, or higher level department personnel.

Exercises direct supervision over professional and technical ~~Code Enforcement Officers and other~~ ~~assigned~~ staff when assigned.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Manage complex, challenging, and sensitive code enforcement cases.

Plan, schedule, assign work and support ~~evaluate the performance of those engaged in~~ code enforcement activities for commercial, industrial and residential property; to ensure compliance with codes, regulations and ordinances.

~~Participate in the selection of full time and temporary employees.~~

Supervise, train, and evaluate staff when assigned ~~subordinate staff.~~

~~Recommend disciplinary actions.~~

~~Develop and implement ongoing staff training program.~~

~~Supervise and participate in the continuous improvement of administrative processes.~~

Review, monitor and provide technical expertise, code interpretation assistance, advice on enforcement ~~strategies on more complex~~ cases ~~incidents~~, and administrative matters.

Assist staff and other departments with the interpretation and application of applicable ordinances.

Respond in person or by letter to inquiries regarding complaints and investigations, either verbally or with the use of a personal computer.

~~Explain~~ Effectively communicate to ~~superiors~~ City staff, ~~and to~~ elected officials and the public the status of, or issues involved in, complaints or investigations.

Participate in the investigation, preparation and presentation in cases for legal action. ~~Supervise the scheduling of and preparation for administrative appeal hearings.~~

Participate in hearing and court activities related to case prosecution.

Consult with staff in other departments to resolve interdepartmental conflicts or concerns.

Coordinate enforcement efforts with other City departments and outside agencies.

Provide information and serve as liaison to representatives from state, federal and other local agencies.

~~May represent the department in technical organizations and committees.~~

Meet with representatives of the community to explain functions, policies and operations and to mediate/resolve conflicts and/or respond to questions, clarify policies and regulations.

Prepare ~~agenda~~ written reports and make oral presentations to City Council and community groups.

~~R~~Participate in the development and implementation of the section budget.

Review policies, correspondence, regulations, reports and legislation and to make recommendations and/or participates in on operational and/or policy changes when assigned.

~~Conduct or direct the conduct of special projects.~~

QUALIFICATIONS

Knowledge and Abilities:

Considerable knowledge of:

Principles and practices of code enforcement;

Investigation techniques and practices;

Evidence collection and preservation;

Principles of land use planning;

Public speaking techniques;

Property owner rights, property descriptions, assessor's map systems;

Goals and functions of code enforcement;

Techniques and methodologies used in making and resolving difficult public contacts with individuals from diverse socio-economic and cultural backgrounds;

Research practices and techniques;

Technical report writing, written and verbal English grammar, spelling and construction, and photography

General Knowledge of:

State health and safety code;

International Property Maintenance Code, principles and practices of office administration and supervision;

Techniques of training and evaluation;

Project and workload planning;

Court room procedures;

The principles of budget preparation in the public sector;

Practices and methodologies of contract administration.

Ability to:

Plan, organize and manage staff engaged in the performance of complex, technical work;

Develop and implement goals and objectives;

Evaluate and determine levels of achievement and performance;

Learn, interpret, apply and explain applicable codes (including the Uniform Electrical, Mechanical, Plumbing, and Building codes), regulations and policies;

Identify and analyze administrative problems and implement operational changes;

Develop and maintain cooperative working relationships with staff and customers;

Determine and implement the appropriate course of action in stressful situations;

Manage meetings effectively;

Learn and apply City procedures, interviewing, investigative and safety techniques and practices;

Accurately research property ownership and status;

Work independently;

Analyze and evaluate observations and information in relationship to applicable codes and regulations;

Communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds;

Use a personal computer in the composing and editing of written management and technical reports; prepare and make small group and public presentations.

Experience and Training Guidelines

[Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:](#)

~~Any combination of education and experience that has provided the knowledge and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the require knowledge and abilities would be:~~Experience:

~~Two years of undergraduate course work from an accredited college or university, and~~
Three years of progressively responsible code enforcement experience.
~~, plus demonstrated extensive e~~Experience in a leadership role, such as program development and/or management is desirable.

Training:

~~Two years of undergraduate course work from an accredited college or university, and~~
Equivalent to a Bachelor's degree from an accredited college or university is desirable.

License or Certificate:

Possession of, or ability to possess, a valid Class C California driver's license.~~Ability to obtain a valid Class C California Driver's License by date of hire is required. Valid required license shall be maintained.~~

California Association of Code Enforcement Officers (CACEO) International Code Council (ICC) Certification Property Maintenance and Housing Inspector~~International Code Council (ICC) Certification Property Maintenance and Housing Inspector~~

~~with California Association of Code Enforcement Officers (CACEO)~~ Certified Code Enforcement Officer within one year of hire.

Successful Completion of a POST 832PC class required within one year of hire.

International Code Council (ICC) Certification as a Property Maintenance and Housing Inspector and/or

~~ICC Residential Building Inspector~~ Certification is highly desirable

Work Environment:

Ability to work in a standard office environment and ~~Works indoors, works outdoors, to driving required,~~ use a ~~of~~ computer, iPad and/or other mobile devices, ~~works around others, works alone.~~

ADA Special Requirements:

Essential duties require the following the physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist and climb; exposure to cold, heat, outdoors, electrical hazards, vibration, chemicals, dust, toxic waste and mechanical hazards, exposure to slippery or uneven walking surfaces.

ADOPTED CC:	9-07-88
REVISED CC:	7-05-89, 6-15-98, 9-18-06, 12-07-15, 6-3-19
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	YES
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	YES
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	YES
JOB CODES:	2055



SENIOR PLANNER

DEFINITION

~~To~~ Under general direction, works on plan, organizes, supervise, reviews and, and participates in current and advanced planning work; supervises the work of professional and technical planning personnel, projects and other activities engaged in all planning functions when assigned of the City; ~~to~~ acts as Zoning Administrator when assigned; and ~~to do~~ performs related work duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the first supervisory level in the professional planning series. It is distinguished from the next lower class of Associate Planner through its supervisory duties, when assigned, and its responsibilities for the most complex planning projects. It is distinguished from the next higher class of Principal Planner as the latter is responsible for managing the Current/Zoning and Advance Planning Sections of the Planning Division, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~Chief of Planning~~ the Planning Manager, or higher level department personnel.

Exercises direct supervision over professional and other planning staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Implement goals, objectives, policies, and priorities.

Direct, coordinate, review, and participate in the work of professional and other planning staff in data collection, analysis, and implementation of a wide variety of planning, zoning, and environmental review activities.

Act as Zoning Administrator when assigned; supervise special planning, zoning, and environmental studies and plans; prepare oral and written reports and findings.

Perform the most complex and sensitive planning work.

Act as liaison and make oral and written reports to the Planning Commission, Development Review Board, City Council, and various citizen committees as assigned.

Coordinate planning activities with other City divisions and departments, and with outside local, regional, Federal and State agencies and provide assistance as needed.

Chair Development Review Board meetings as required.

Initiate recommendations for changes in codes, plans and policies.

Utilize expert knowledge in specific technical areas to serve as staff resource.

May assist in the preparation and administration of the annual budget.

Meet with and advise developers regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices; complete processing of the most difficult and complex planning applications; advise staff on processing of applications.

Supervise, train, and evaluate ~~assigned~~ staff, [when assigned](#).

QUALIFICATIONS

Knowledge of:

Specific technical areas applicable to planning.

Principles and practices of urban planning

Computer systems and applications.

Research methods.

Federal, State, and local laws relating to planning [and housing](#).

Principles of administration and personnel management.

Ability to:

Acquire a thorough knowledge of Division policies and procedures, and a working knowledge of applicable Department and City policies and regulations.

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.

Establish and maintain effective working relationships with the public, other City personnel, and outside agencies.

Communicate clearly and concisely, orally and in writing.

Understand and interpret codes, plans, and policies.

Work independently and exercise good judgment.

Balance competing interests in preparing plans and reviewing applications.

Process the most complex and sensitive planning applications.

Prepare and analyze planning studies and clearly communicate findings of these studies.

Supervise, train, and evaluate assigned staff.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years professional experience in the field of urban planning.

~~S, including some~~ supervisory experience of staff, programs and/or administrative activities is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning or related field.

License or Certificate:

Possession of, or ability to possess, a valid, driver's license.

Possession of certification from the American Institute of Certified Planners (AICP) is desirable.

ADA SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some exposure to the outdoors

ADOPTED CC:	4-12-81
REVISED CC:	6-17-96, 9-18-06
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	YES
JOB CODES:	2133
ABOLISHED:	



PLAN CHECK SUPERVISOR

DEFINITION

To plan, organize, direct and supervise plan check operations within the Building Division; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the ~~Deputy~~ Building Official or assigned qualified personnel.

Exercises direct supervision over assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for plan check operations; implement policies and procedures; monitor code changes and update city practices as required.

Plan, prioritize, assign, supervise and review the work of staff involved in plan check operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Conduct plan checks on commercial, industrial and residential buildings and structures; review plans calculations, reports and other documents for compliance of the adopted codes and ordinances.

Receive and assess fees for new development and construction projects. Issue and process building permit applications.

Conduct field inspections as required.

Coordinate plan check activities with other City departments and with outside agencies.

Represents the Division at various boards, commissions, professional and community meetings.

Prepares administrative reports on building activities and performance on customer service standards.

Confer with homeowners, design professionals, builders and the public concerning building codes and permit requirements; investigate complaints and recommend corrective actions as necessary to resolve issues.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training and performance evaluations.

Principles, methods and practices of architecture or engineering and their applications on building plan review.

California Building Standards Codes, and applicable state laws and local ordinances.

Basic Planning and zoning codes and ordinances.

Recent developments, current literature and sources of information regarding technology, materials and methods of construction.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules governing engineering and architecture.

Ability to:

Establish and maintain effective working relationships with those contacted in the course of work.

Resolve conflict and issues with tact.

Organize, implement and direct plan check operations/activities.

Perform detailed analysis and examination of building design plans, calculations and related documents.

Interpret and explain pertinent plan check and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in building design review and/or plan checking in a municipal environment, including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with some course work in advance math, pre-engineering, building design, construction technology. Bachelor degree with major coursework in civil, mechanical, or structural engineering, architecture or a related field is desirable.

License or Certificates:

Possession of, or ability to obtain, a valid California driver’s license.

Possession of a Plans Examiner Certificate issued by the International Code Council, or other state, national or international association.

Possession of a Registration as a professional engineer or architect in the State of California is highly desirable.

ADA Special Requirement:

Essential duties require the following physical abilities and work environment:

~~Ability to~~ Typically, work is conducted in a standard office environment with ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb, and lift 50 carry 25 pounds; some (or limited) exposure to extreme noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, toxic waste, and mechanical hazards, and explosive materials.

ADOPTED CC:	5-15-17
REVISED CC:	
FORMER TITLES:	
BARGAINING UNIT:	MANAGEMENT UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT MEDICAL:	YES
SAFETY SENSITIVE:	NO
REQUIRED HARASSMENT PREVENTION TRAINING:	SUPERVISORY
FORM 700:	YES
JOB CODES:	2092
ABOLISHED:	