



COMMUNITY DEVELOPMENT DIRECTOR

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under policy direction from the City Manager, the Community Development Director is responsible to plan, direct, manage and oversee the activities and operations of the City's Community Development Department. This includes building services, development services and economic development. The Community Development Director is responsible to provide highly responsible and complex support to the City Manager.

Classification Characteristics:

This at-will position exercises direct and indirect supervision over managerial, professional, technical and administrative staff.

Essential Functions:

- Through subordinate managers and professional staff, direct a variety of programs including current, advanced and environmental planning, zoning, housing, economic development, building services and inspection.
- Perform the most complex, technical and sensitive development work, including the preparation of plans and specifications for projects.
- Implements directives from the City Manager and collaborate to resolve issues. Direct the preparation of the Community Development budget; compile materials in preparation of City Manager review; maintain and monitor appropriate budget controls; and ensure compliance with budget parameters and City financial policies.
- Direct, coordinate and review proposed amendments to the general plan and the City's Development Code; provide plan and code interpretation as needed and provide analysis, recommendations and implementations of voter initiatives.
- Represent the City and oversee negotiations and agreements with developers, engineers, property owners, contractors and other agencies for environmental issues, rights-of-way, open space easements and financial participation.
- Direct preparation of the agenda for the Planning Commission and the compilation of required reports and documents, attend Planning Commission meetings, make presentations and answer questions; provide highly responsible and complex support to the Planning Commission.
- Receive, investigate and respond to difficult and sensitive problems and complaints in a professional manner; take necessary corrective action.
- Assess and monitor workloads, service delivery methods, administrative and support systems, and internal reporting relationships; identify opportunities for improvement in efficiency and effectiveness.
- Select, train, motivate and evaluate the Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Recommend and oversee the use of consultants and outside professional services.
- Represent the Community Development Department to other City departments, elected officials, outside agencies and organizations.
- Prepare, review and present concise reports and informational updates to the City Council as assigned by the City Manager.
- Provide complex staff assistance to the City Manager and City Council.
- Attend and participate in professional group meetings; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints that cannot be handled at a lower level.

Qualifications:

Knowledge of:

- Principles and practices and operational characteristics of comprehensive urban planning.
- Statutes relating to general plans, environmental matters, zoning and land divisions.
- Methods, plans, systems, forms, maps and tools utilized by land use planners.
- Principles and practices of economics, statistics and data collection.
- Principles and practices of negotiations and effective communication.
- Sources of information and agencies that may be used in conducting research to address planning matters.
- Recent developments, current literature and informational sources in the field of business attraction and retention.
- Pertinent Federal, State, local laws, codes and regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Provide leadership that includes building strong work relationships, empowering and mentoring staff, contributing to the City's culture of ethics and integrity and embracing and fostering the City's Mission and Values Statements.
- Develop comprehensive plans to meet current and future City needs.
- Develop and administer department goals, objectives and procedures.
- Analyze programs, policies and operational needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer goals, objectives and procedures.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise reports.
- Interpret and apply related Federal, State and local policies, laws and regulations.
- Identify and strategically respond to community and City Council issues, concerns and needs.
- Administer large and complex budgets.
- Select, supervise, train and evaluate staff.

- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including City officials, City staff, the public and other agencies.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *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 of increasingly responsible management-level current and advance urban planning experience in a municipal government.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in urban or regional planning, business administration, public administration, or a related field.

License or Certificate:

Possession of a California Class C Driver's License.

Working Conditions:

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries and for documenting actions in public meetings. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.