

COMMUNITY DEVELOPMENT DIRECTOR**Definition**

Under administrative direction of the City Manager, plans, organizes, coordinates the functions of the City's Community Development Department, to administer and maintain the City's General Plan, Zoning Ordinance and other development regulations; to oversee the issuance of all permits and approvals for private construction and land development; provides staff support to the Planning Commission and performs related work as assigned.

Class Characteristics

This is a department head classification reporting directly to the City Manager. The Community Development Director is responsible for the effective administration of a major department which includes planning, building inspection, plan checking and inspection. The Community Development Director oversees the work of contract planning staff and supervises personnel assigned to the Community Development Department. A person appointed to the Community Development Director classification is an "at-will" employee.

Examples of Essential Duties - Duties may include, but are not limited to the following:

- Plans, organizes, coordinates and directs the Community Development Department's function, including planning, building inspection, plan checking and inspection
- Acts as City Planner and oversees the work of contract planning staff
- Oversees long-range land use planning and annexations
- Oversees the processing of applications for private construction, subdivisions, and land development, including plan check, design review, field inspection and permit enforcement
- Maintains close and effective working relationships with the management staff of other City departments
- Performs evaluations for employees directly supervised
- Oversees the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Develops the Community Development Department budget; approves, monitors and coordinates expenditures
- Provides technical advice and consultation to the City Manager, City Council, and Planning Commission on community development issues
- Analyzes complex community development issues and problems; evaluates alternatives; and develops and implements effective courses of action
- Attends all Planning Commission meetings; prepares staff reports and acts as secretary to the Commission, preparing agendas, minutes and required documentation
- Prepares and makes presentations to the City Council

- Formulates, evaluates and implements departmental operating policies and procedures
- Receives, investigates, and resolves difficult and complex complaints and requests
- Prepares and/or approves a variety of technical studies, reports and correspondence
- Represents the Community Development Department and maintains close and effective working relationships with officials of relevant County, Regional, State and Federal agencies
- Represents the Community Development Department in meetings with community organizations, the general public, private and trade organization and businesses
- Oversees the California Environmental Quality Act (CEQA) with respect to private development projects
- Administers professional service contracts with planning, engineering and plan checking experts
- Ensures that all safety regulations are communicated to department staff and followed
- Reviews and recommends appropriate adjustments to fees for services provided by the Community Development Department
- Makes presentations and serves on a variety of committees to work with regulatory agencies, the public, elected officials and other governmental agencies
- Ensures the effective utilization of equipment, material and other resources of the department

Qualifications

Knowledge of:

- Principles and practices of management in a diverse organization, including organization and management of work, effective delegation and supervisory practices, staff team-building and development, and personnel administration
- Principles and practices of land use planning, land subdivision, zoning and other land use regulations, building regulation, and code enforcement
- Federal, State, and local laws, codes, regulations and ordinances affecting the development of the community
- Applicable City policies, procedures and memoranda of understanding relating to community development, budgeting, finance and personnel management
- Principles of municipal finance, methods and techniques of budget development and administration

Ability to:

- Plan, organize, coordinate and manage at an executive level skill, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- Provide for supervision, training and staff development, and appraisal of staff performance
- Formulate, evaluate and make recommendations on policies and procedures affecting the provision of community development services

- Prepare effective technical reports and correspondence
- Make effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies
- Establish and maintain positive and effective working relationships with all kinds of people contacted in the performance of required duties
- Prepare and manage the departmental budget, including accounting for fee revenues
- Review and evaluate technical community development information, reports and recommendations
- Effectively and tactfully communicate orally and in writing
- Sit at a desk and in meetings for long periods of time on a continuous basis
- Intermittently bend and twist to reach equipment surrounding desk, to get in and out of automobile and perform simple grasping and fine manipulation
- Use a telephone and voicemail system
- Correctly use a personal computer and basic applications of word processing and electronic mail
- Drive an automobile

Education and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. Typical ways to obtain the knowledge and abilities include:

- Minimum of a bachelor's degree in public administration, political science, management, city planning, architecture, business administration, economics or a closely related field, with a master's degree preferred; and five (5) years of increasingly responsible experience in the management and direction of one or more municipal planning, building, construction, housing, economic development or closely related programs and services; or,
- Equivalent experience and/or education that would indicate the ability to perform the essential duties

License:

Must possess a valid California class C driver's license and have a driving record acceptable with the City's Insurance Authority.