

COMMUNITY DEVELOPMENT DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general administrative direction of the City Manager, plans, directs, manages, and oversees the activities and operations of the Community Development Department including planning, building inspection and compliance, code enforcement, affordable housing, economic development, redevelopment agency and related services; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

CLASS CHARACTERISTICS

The Director of Community Development is an "at-will" employee of the City and serves at the pleasure of the City Manager. This position is considered a Department Director with responsibility for directing the activities of a Department within the City. Positions at this class level serve as a member of the City's senior management team and provide advice and counsel to the City Manager regarding strategic planning and problem solving issues relating to the assigned Department and the City overall.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Community Development Department services and activities including planning, building inspection and compliance, code enforcement, affordable housing, redevelopment agency and economic development operations and services.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
7. Supervises and coordinates the environmental review and development review process for all private and public development activities in the City; assists in the development of the General Plan; coordinates and reviews plan changes and resolves sensitive, controversial and complex issues; solves problems with developers, property owners, the public, architects, engineers, and planners as well as City Council and Planning Commission.
8. Oversees building plan check, building inspection, City facilities maintenance, code enforcement activities and ensures compliance with appropriate laws, ordinances, and regulations.

9. Prepares and reviews complex documents including development agreements, specific and master plans including financing implementation plans and related contracts; testifies in court as an expert witness for the City on development, land use, and transportation matters.
10. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
11. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of community/economic development; incorporates new developments as appropriate.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Planning, code enforcement, and related programs and functional areas; urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services; principles and practices of land use planning and development; pertinent Federal, State, and local laws, codes, and regulations including land use and zoning codes and ordinances, Subdivision Map Act, and the California Environmental Quality Act; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; methods and techniques of eliciting community participation in planning and development issues; engineering, drawing, architectural layout, site plan design, and topographic mapping criteria.

Ability to:

Manage and direct a comprehensive Community Development Department; provide highly complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned. Develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; identify and respond to sensitive community and organizational issues, concerns, and needs; facilitate group participation and consensus building; prepare clear and concise administrative and financial reports; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental planning, public administration, business administration, or related field.