

COMMUNITY DEVELOPMENT DIRECTOR
(At-Will)

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

DEFINITION

To plan, direct, manage, and oversee the activities and operations of the Community Development Department including planning, building, development engineering, and code enforcement; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager; and to serve as a member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

This position manages the Community Development Department and receives general administrative direction from the City Manager. It is distinguished from that position in that the City Manager provides overall management for the entire City.

EXAMPLES OF DUTIES

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

- Manage all Community Development Department services and activities including planning, building, development engineering, economic development, and code enforcement.
- Develop and implement Community Development Department goals, objectives, policies, procedures, and priorities for each assigned service area.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly.
- Plan, direct, and coordinate the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Supervise the maintenance and application of the general plan, zoning ordinance, subdivision ordinance, development engineering standards, and building code ordinances.
- Supervise the permit process to ensure compliance with City rules, policies, and procedures.
- Assess and monitor workload, administrative and support system; and internal reporting relationships to identify opportunities for improvement; direct and implement changes.
- Select, train, and evaluate Community Development Department staff; provide and coordinate training and work with employees to correct deficiencies.
- Implement discipline and termination procedures when necessary
- Explain, justify, and preserve Community Development Department programs, policies and activities.

- Represent the Community Development Department to other City departments, elected officials, and outside agencies; coordinate Community Development Department activities with those of other departments and outside agencies and organizations.
- Negotiate and resolve sensitive and controversial issues with the public, elected officials, and other agencies.
- Provide staff assistance to the City Manager, City Council, and Planning Commission; participate on a variety of boards, commissions, and committees and prepare staff reports and other necessary correspondence.
- Attend and participate in professional group meetings and stay abreast of new trends and innovations in the fields of planning, building inspection, development engineering and code compliance.
- Respond to questions and concerns from other departments; resolve problems in assigned area.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a comprehensive City planning program.
- Complex planning, building, and development engineering principles and practices.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize, direct, and coordinate the work of assigned staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Analyze programs, policies, and operational needs.
- Lead and direct the operations services and activities of the Community Development Department.
- Identify and respond to community and City Council issues, concerns, and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Stay abreast of current planning laws, CEQA regulations, and redevelopment trends.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Six years of increasingly responsible experience in professional planning and community development, including two years of supervisory or administrative responsibility.

Education:

A baccalaureate degree from an accredited college or university with major course work in planning, business, public administration, or a closely related field.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Requires some evening and weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Planning Director	2/2002		2008, from Planning Director	1006	Exempt	1

APPROVED: _____
Human Resources Director

Date: _____