

COMMUNITY DEVELOPMENT DIRECTOR

Approved: February 2018

FLSA: Exempt

Unit: Unrepresented Management



Definition
Under administrative direction, plans, organizes, manages, directs and oversees the staff, functions and activities of the Community Development Department, including building, planning, land use and zoning, and housing and economic development; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments as well as intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise including proposing amendments to the City's General Plan, related ordinances and housing and economic development programs; and performs related work as required.
Supervision received and exercised
Receives administrative direction from the City Manager or Assistant City Manager. Exercises supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision.
Class characteristics
This is a Department Director classification that oversees, directs, and participates in all activities of the Community Development Department, including current- and long-term planning, housing, economic development, construction and building inspection, development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council and the Planning and Housing Commissions, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• Assumes full management responsibility for all Community Development Department programs, services, and activities; functional areas include building permitting and inspection, planning, land use and zoning, housing and economic development.• Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.• Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of revenue and approves expenditures; directs and implements adjustments as necessary.• Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.• Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.• Interprets complex planning, zoning and building code enforcement rules, regulations, and ordinances; provides direction to management and staff on the interpretation and application of these rules and codes within their specific areas of assignment.• Oversees the management of contract services, including reviewing Requests for Proposals, advertising and bid process, participating in interviews of potential contractors, and obtaining City Council approval for Master Agreements and contracts; monitors project progress, payments and budget, and evaluate the quality of contracted professional services work.• Monitors development proposals in neighboring jurisdictions; reviews documentation for proposed projects; prepares comment letters; meets with representatives of the neighboring jurisdictions to advocate for the City's position and to address issues; keeps the City Manager and City Council advised of status of projects in neighboring jurisdictions which have an impact on the City.

- Directs the preparation of the Capital Improvement Plan for review by the Planning Commission meets with the Planning Commission to review and receive comments on the CIP; evaluates the Planning Commission's feedback, and recommends projects for inclusion in the CIP for final approval by City Council.
- Manages and directs the work of staff in carrying out enforcement of local ordinances and codes including building codes, zoning ordinance, zoning and subdivision conditions of approval, grading policies, substandard buildings, and heritage tree preservation.
- Directs, coordinates, and reviews amendments to the General Plan; provides General Plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes and applications; provides recommendations to the City Council regarding revision of ordinances and adoption of codes.
- Represents the department to other City departments, elected officials, regional/local boards, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates in and makes presentations to the City Council, Planning Commission and Housing Commission, and a variety of other boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

Qualifications

Knowledge of

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles and practices of current and long-range planning.
- Principles and practices of building plans review, processing, inspection and code enforcement.
- Principles and practices related to housing programs.
- Principles and practices related to economic development.
- Theories, principles, and contents of rules and regulations, codes and ordinances governing departmental operations, including, but not limited to the General Plan, land use, zoning, subdivision, urban planning regulations, natural resource protection, environmental law, housing and economic development.
- Authorities invested within the Housing Commission, Planning Commission and the City Council for planning, housing and building inspection code enforcement related policy decisions.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of community development programs.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures, including planning, building permitting and inspection, land use and zoning codes and ordinance, housing, and economic development.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of planning, housing, economic development, building permitting and inspection, and code enforcement programs and activities.
- Conduct negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the maintenance of complex filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and experience

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

- Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, engineering, public administration, business administration or a related field, and seven (7) years of management and/or administrative experience in planning or building inspection/code enforcement programs, including at least three (3) years of management or supervisory experience.

Licenses and certifications

- Possession of a valid California driver license and a satisfactory driving record.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to twenty-five (25) pounds.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

