

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support related to all activities of the Planning and Building Department, the Redevelopment Agency and affordable housing; administers current and long-range planning activities, including serving as project manager for complex development applications; administers complex and sensitive activities in such areas as zoning, redevelopment, housing and advanced planning; provides professional assistance to the Community Development Director, the City Council, the Redevelopment Agency and the Planning Commission and others in areas of expertise; oversees, reviews and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Community Development Director. General and direct supervision is provided to professional and technical building and planning staff.

CLASS CHARACTERISTICS

This is a single-position mid-management classification in the City's Planning and Building Department. The incumbent organizes and oversees day-to-day planning and building activities and is responsible for providing professional-level support to the Community Development Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other City departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all planning and building functions and for developing, implementing and interpreting public policy.

EXAMPLES OF DUTIES (Illustrative Only)

- Serves as the primary person for department staff regarding policy interpretation, clarification and application of laws, ordinances, regulations, policies and procedures.
- Provides day-to-day supervision and training to professional, technical and office support staff, including determining workloads and schedules, evaluating performance and making hiring and termination recommendations for specified staff.
- Administers the departmental budget and authorized expenditures on a day-to-day basis; provides input into the departmental budgeting process.
- Reviews applications for residential, commercial and industrial development; evaluates alternatives and ensures conformance with City policies and ordinances, the General Plan and state and federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.
- Serves as project manager for complex, technical and sensitive planning projects, including analyzing and evaluating site and architectural plans, performing technical review for routine

project plans and applications and making recommendations; manages consultant contracts including determining scope of work and budgets, tracking budgets and approving contract payments.

- Confers and coordinates planning and development activities with City departments, public utilities and public agencies to solicit comments regarding projects and ensures that the comments are satisfactorily addressed by the project applicant.
- Prepares and processes California Environmental Quality Act compliance documents.
- Acts as project team leader and or team member for complex capital projects including public facilities and City infrastructure.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Participates in City long- and short-range planning activities; prepares or oversees preparation of modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narrative and statistical reports.
- Makes presentations to the Planning Commission, Redevelopment Agency, City Council and various committees and commissions; develops and presents informational sessions to various segments of the community.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances; makes recommendations regarding changes.
- Prepares a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains accurate records and files.\
- Assists the Code Enforcement Officer and Senior Building Inspector in reviewing code violations and developing processing procedures with the City Attorney.
- May serve as the Director on a relief or as-assigned basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to city and regional planning, particularly as related to the current planning and redevelopment processes.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- Concepts of municipal zoning, building and other municipal codes.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Computer applications related to the work, including Microsoft Office, Project, City permitting software, and basic GIS concepts and applications.
- Applicable laws, codes and regulations, such as CEQA, subdivision and planning laws and California redevelopment laws.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in:

- Administering complex, technical and sensitive current planning, development, redevelopment, housing, property acquisition and related programs in an independent and cooperative manner.
- Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Reading plans and specifications and making effective site visits.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

Education and Experience:

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

Equivalent to graduation from a four-year college or university with major course work in community or urban development, planning, or a field related to the work and five years of professional experience in planning, zoning and related community development activities.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. A professional planner's certification from the American Institute of Certified Planners is highly desirable.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, and 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.