

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all activities of the Planning and Building Department, the Redevelopment Agency and affordable housing; oversees a variety of City-wide administrative functions and special projects for the City Manager, including code enforcement; fosters cooperative working relationships among City departments and various community and regulatory agencies; provides expert professional assistance to City management staff in areas of expertise; functions as the City's Building Official; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the City Manager. Provides general direction and supervision to building and planning staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This department head classification oversees, directs and participates in all activities of the Planning and Building Department and 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 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 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 DUTIES (Illustrative Only)

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Planning and Building Department; prepares and administers the department's budget.
- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Redevelopment Agency; prepares and administers the agency's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff, directly or through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- 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.

- Makes presentations to the City Council, Redevelopment Agency and other City commissions and committees; represents the City in meetings with members of community, business, professional and governmental organizations.
- Participates in advanced level land use and planning activities including analyzing and reviewing complex development proposals; negotiates and manages consultant contracts for Planning and Redevelopment projects as well as development agreements.
- Provides project management for the most complex planning studies; analyzes site design, terrain constraints, circulation, land use compatibility, utilities and other urban services for all planning applications; ensures compliance with federal, state and local laws, rules and regulations.
- Confers with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordination of planning and zoning matters; provides information regarding City development.
- Prepares and interprets ordinances and formulates land use policies.
- Receives, investigates and responds to the most complex citizen complaints, inquiries and requests for services.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and 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.
- Assists the Code Enforcement Officer and Senior Building Inspector in reviewing code violations and developing processing procedures with the City Attorney.
- 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.
- Principles, practices and procedures related to city and regional planning, particularly as related to the urban planning and redevelopment processes and of funding sources for affordable housing and redevelopment projects.
- Geographic, socio-economic, transportation, political and other elements related to city planning.
- 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.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Public agency budgetary, contract administration and City-wide administrative practices.
- Techniques for effectively representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Skill in

- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Selecting, training, motivating and evaluating the work of staff and training staff in work procedures.
- Conducting effective negotiations and effectively representing the City and the department in meetings with developers, governmental agencies contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Directing the maintenance of and maintaining accurate records and files.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- 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 coursework in urban planning, community development, business or public administration or a related field and five years of supervisory or administrative experience in planning, building and safety, redevelopment and/or public administration in a municipal setting. Possession of a Master's Degree in a field noted above is highly desirable and may be substituted for one year of the required experience.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record. Must possess California certificates or equivalent in the field of building and safety and must have required California Building Official certificate.

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.