



Assistant Director of Community Development

Summary

Manage the day-to-day and advanced development, permit, code enforcement, and regulatory processes; policy planning responsibilities.

Class Characteristics

General direction is provided by the Community Development Director; responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

The Assistant Director of Community Development is distinguished from the director in that the latter has responsibility for the overall administration and management of the department. The incumbent is responsible for assisting the director in accomplishing departmental goals and objectives, supervising staff, and directing the day-to-day operations and activities of the assigned areas.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Manage the developmental review, permitting, advanced and current planning processes, and code enforcement.

Direct, coordinate, review and participate in the work of professional, technical, and support staff including analysis, plan formulation and implementation of a wide variety of comprehensive community development planning activities.

Select, assign, monitor, and evaluate work performance of assigned staff. Interpret City policies and procedures to employees; establish work priorities and schedule and/or standards.

Assist in the preparation of the department budget; implement and monitor expenditures of the approved budget.

Confer with local, regional, and state authorities, civic leaders, and planning and development specialists.

Recommend measures affecting land use, public utilities, community facilities, housing and transportation relative to community development and planning.

Represent the department at public meetings and present planning matters to the City Council, Planning Commission, and citizen committees as required; prepare or direct the preparation of reports, studies and recommendations for boards or committees.

Serve as department director in the absence of the Community Development Director; represent the department as necessary.

Perform related duties as assigned.

Skills/Abilities:

Understand, interpret, explain and apply complex city, state and federal laws regulating community development programs and projects, and interpret a variety of professional, technical and legal documents related to the practice of planning.

Plan, organize, assign, direct, review and evaluate the work of staff. Select and motivate staff and provide for his/her training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards and internal controls.

Appropriately respond to inquiries or complaints from other City departments, the general public, members of the business community, and other governmental or regulatory agencies.

Define problems, collect and analyze data, establish facts, and recommend creative, politically sensitive solutions. Exercise sound independent judgment within general policy guidelines.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit for extended periods; to read, stand, walk, write reports and talk or listen; use the computer keyboard and mouse, use hands to finger, handle or feel; reach with hands and arms. The employee is occasionally required to conduct field investigations and operate standard office machines, (i.e. blueprint, photocopiers and computer terminals). The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Administrative principles and methods including goals, objectives and program development, work organization, delegation, and employee supervision.

Objectives, principles, procedures, standards, practices, information, and trends in the field of community development and planning.

Land use, physical design, demographic, environmental, and social/economic concepts as applied to local government planning.

Applicable state and federal laws, court cases, and other regulatory considerations.

Local government organization and the functions and practices of a local government community development department.

Preparation, administration, and review of a divisional budget.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in urban planning, business, public administration, or a related field considered useful in city planning work. A Master's degree is highly desirable.

Experience:

Two years of management or supervisory experience in planning and community development, that has included program planning, development, and administration. Experience with citizen organizations is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

May require employee to attend meetings, conferences, and seminars during work and non-work hours.

Established: 11/02
Resolution #: 2002-176 N.C.S.
Revised: 06/30/06
Department: Community Development
FLSA Status: Exempt