



Director of Community Development

Summary

Direct, manage, oversee and integrate the activities and operations of the Community Development Department, including planning, zoning, building, housing, and code enforcement divisions; coordinate assigned activities with other departments and outside agencies; foster cooperative working relationships with civic groups, intergovernmental agencies and City staff; and provide highly responsible and complex administrative support to the City Manager.

Class Characteristics

General administrative direction is provided by the City Manager. Responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and/or support staff. The Director must effectively collaborate with the City Manager, other department directors, neighboring cities, and a variety of local and regional entities.

This class is a department director with responsibility for overall policy development, program planning, fiscal management, and general administrative and operational direction of divisions within the functional areas assigned. The incumbent is responsible for accomplishing the departmental goals and objectives and for furthering City goals and objectives within general policy guidelines. Work is performed with a maximum amount of independence within established policies and procedures set forth by the City Manager and other relevant laws, ordinances and regulations.

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:

Provide effective management and oversight of all Community Development services and activities, including planning, building, housing, zoning and code enforcement.

Develop, plan, and implement department goals, providing strong direction about objectives, policies, procedures, and priorities; oversee short-and long-term planning.

Provide effective direction, oversight, and participate in the execution of the Community Development Department work plan; assign work activities, projects, and programs; monitor workflow; and review and evaluate work products, methods, and procedures.

Participate in the development and administration of the operations and Capital Improvement Program budget, and the Community Development Department budget, including sources of funding; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve departmental expenditures; and direct preparation and implementation of budgetary adjustments as necessary.

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Select, train, and motivate, personnel; foster an atmosphere of collaboration and mutual respect; provide or coordinate staff training; conduct performance evaluations on a timely basis; implement discipline procedures; and maintain discipline and high standards necessary for the efficient and professional operation of the department.

Contribute to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures that support a cohesive workflow among the various, often interdependent department divisions.

Monitor and evaluate the efficiency and effectiveness of department methods and procedures and administrative and support systems; identify opportunities for improvement; and direct the implementation of changes.

Advise and consult City management and support staff regarding ongoing community development issues, initiatives and concerns facing the City.

Supervise the development and implementation of growth management and land use to meet the City's needs and governmental agreements or requirements.

Evaluate land use proposals to ensure compliance with applicable City, State and Federal laws.

Meet and collaborate with developers, engineers, property owners, contractors, and other agencies to discuss merits and concerns of development proposals; provide various parties with guidance on how to proceed; oversee negotiations and agreements regarding environment-related issues, rights-of-way, open space easements, and financial participation; and discuss the status of development projects with applicants.

Direct, coordinate and review amendments to the General Plan; provide plan and code interpretation as needed; provide analysis, recommendations, and implementation of policies and procedures; and develop and present recommendations on a variety of permits, maps, ordinances, zone changes and applications.

Oversee and manage the development review process, planning, zoning and permitting; ensure compliance with building codes; and develop the City housing element and manage set-aside funds.

Support transparent and effective communication in dealings with City departments, elected officials, outside agencies and the general public; explain and interpret departmental programs, policies, and activities; and effectively negotiate and resolve significant and controversial issues.

Conduct public engagement regarding departmental programs and activities; represent the department to outside groups and organizations; participate in outside community and professional groups and committees providing technical assistance as necessary.

Participate in and make presentations to the City Council, Planning Commission, Historic and Cultural Preservation Committee, Public Art Committee, and a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the field of community development.

Maintain and direct the maintenance of working and official departmental files, including accurate and complete records related to licenses, permits, maps, etc.

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Monitor change in laws, regulations, and technology that may affect City or departmental operations and implement policy and procedural changes as required.

Conduct organizational and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

Respond to and resolve difficult and sensitive inquiries and complaints from the public and represent the City on all issues related to assigned areas of responsibility.

Direct the negotiation and execution of a variety of contracts and agreements; ensure outside contractors and consultants comply with City standards.

Performs related duties as assigned.

Skills/Abilities:

Plan, organize, manage, coordinate, and supervise the functions and services of the department to achieve efficient operations and achieve program goals.

Direct the gathering, organization, analysis, and presentation of a variety of data and information.

Prepare clear, concise, and accurate records and reports. Evaluate, formulate, and develop recommendations on improvements to City operations, programs, and services.

Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.

Communicate clearly and concisely orally and in writing during public presentations and meetings with internal staff, City Council and commissions and committees.

Exercise supervisory and management authority tactfully and effectively.

Effectively represent the City's policies, programs, and services with the public, community organizations, City staff, and other government agencies.

Research and analyze new service delivery methods and procedures.

Exercise sound, independent judgment within established guidelines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Establish and maintain cooperative working relationships with those contacted in the course of duties.

Physical Demands and Work Environment:

Employee works in an office environment and is regularly required to sit at a desk and in meetings for long periods of time; talk or hear in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Must intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means. Employee must operate a motor vehicle to visit and inspect various City sites and attend meetings. Meetings occur

during normal business hours and evenings, often stretching into late nights.

Qualifications

Knowledge of:

Principles and practices of public administration including administrative analysis, fiscal planning, and control, policy, and program development.

Principles, methods and techniques of code and regulation development and adoption relating to development service functions.

Advanced principles and practices of land use including zoning, comprehensive planning, environmental and development regulations.

Administration of building, fire, construction, public health, planning and related laws, codes, ordinances and methods of review and inspection to ensure compliance.

Legal mandates of code enforcement programs.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Principles and practices of budget preparation and administration.

Information sources, and research and data analysis techniques related to urban growth and development.

Principles and practices of effective public relations.

Principles and practices of leadership, motivation, teambuilding, and conflict resolution.

Principles and practices of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and software applications such as word processing, spreadsheets, and databases.

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 is described below.

Education:

A Bachelor's degree with major course work in planning, public administration, business administration, or a field related to the essential functions of this position. A Master's degree with major course work in a related field is desirable.

Experience:

Seven years of progressively responsible, professional public sector experience in city planning, including three years in a supervisory capacity.

Certifications/Licenses:

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

AICP (American Institute of Certified Planners) Certification is desirable.

Additional Requirements:

May require attendance at meetings, conferences, and seminars during work and non-work hours.

Established: 01/24/22

Resolution #: 2022- XXX N.C.S.

Department: Community Development

FLSA Status: Exempt