

**City of San Rafael
Job Class Specification**

Job Title: Assistant Director of Community and Economic Development

SUMMARY

The Assistant Director of Community and Economic Development will assist the Director of Community and Economic Development to manage, direct, supervise, and coordinate the activities and operations which involve the divisions of the Community and Economic Development Department, including Planning, Building, Code Enforcement, Housing, and Economic Development divisions; engage with the community on various projects to include forums and neighborhood meetings; serve as liaison to the Planning Commission; serves in the absence of the Director; prepare reports and conduct presentations to Council, Boards, Commissions, and community groups; work cross-departmentally throughout the city and community partners on development and community engagement projects; support development and management of department budget; and perform other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Assist the Director of Community and Economic Development in managing and directing the Community and Economic Development Department.
- Assist in developing department goals and objectives; assist in the development of and implementation of policies and procedures.
- Plan, organize and direct activities of Planning, Building, Code Enforcement, Housing, and Economic Development Divisions.
- Direct, oversee and participate in the development of the divisions work plans; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the division's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.

- Directs and participates in the pre-development and permit review of major projects including annexations, general plan amendments, re-zonings, major subdivisions, multi-family housing, and non-residential development projects.
- Oversees the processing, review, and scheduling of development applications submitted to the City; ensures result is a thorough, comprehensive project analysis that is consistent with all City codes and ordinances; ensures implementation of the City's General Plan and City Council decisions.
- Develops, maintains, updates, implements, and interprets the City's General Plan, Zoning Ordinance, State Subdivision Map Act, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
- Serves as the liaison for the Community and Economic Development Department with other divisions, departments, and outside agencies; meets with developers, engineers, architects, businesses and other project proponents to explain City policies, design issues, and City standards relating to project development; negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees including to provide technical and professional advice; schedules items for Planning Commission review and action; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups, and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives.
- Provides responsible staff assistance to the Director of Community and Economic Development; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures as appropriate.
- Advises the Director of Community and Economic Development, Planning Commission on aspects of community and economic development and the implementation of the municipal code and other development regulations.
- Develops and maintains records, statistics and reports on department related activities.
- Attends and participates in professional group meetings; maintain awareness of new trends and developments in the field of planning, building, code enforcement, housing and economic development; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service
- Perform related duties as assigned

KNOWLEDGE OF:

Operational characteristics, services, and activities of planning, building, code enforcement, housing, and economic development program functions. Principles and practices of program development and administration. Principles and practices of policy development and implementation. Principles and practices of leadership, customer service, motivation, team building and conflict resolution. Modern principles, practices, and techniques of community and economic development. Land use, physical design, demographic, environmental,

economic, and social concepts as applied to community and economic development. Statistical methods and research techniques applicable to the preparation of municipal planning, building, code enforcement, housing, and economic development studies. Principles and practices of municipal budget preparation and administration. Principles of supervision, training, and performance evaluation. Personnel policies and practices. Pertinent federal, state, and local laws, codes, and regulations. Modern office practices, methods, and computer equipment including relevant software programs. Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

ABILITY TO:

Organize and direct community and economic development operations, ensuring compliance with City policies and procedures, local, state and federal laws and regulations. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Interpret and apply City and department policies, procedures, rules, and regulations. Supervise, train, and evaluate personnel. Oversee and participate in the management of a comprehensive planning program including current and advanced planning activities and projects. Analyze complex planning issues, evaluate alternatives, and reach sound conclusions. Exercise sound independent judgment. Adjust operating procedures as necessary to improve organizational effectiveness. Prepare clear and concise administrative and financial reports. Research, analyze, and evaluate new service delivery methods and techniques. Review and prepare ordinances, resolutions, and other legal documents. Read blueprints, site plans, topography maps, and related documents. Interpret and apply federal, state, and local policies, laws, and regulations. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Education: Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in urban or regional planning, economics, public administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree is desirable.

Experience: Five (5) years of progressively responsible community and economic development experience, including (2) two years of supervisory experience.

Working Conditions:

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight;

to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Department: Community & Economic Development

FLSA Status: Exempt

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Approved By: City of San Rafael

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