

## **COMMUNITY DEVELOPMENT MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To serve as a division head overseeing Planning and Economic Development within the Community Development Department; to perform the most complex and difficult work of staff responsible for providing the division's services to the City; to manage projects and contracts; to perform research, administrative and technical activities necessary to achieve objectives; to coordinate assigned activities with other divisions, departments and outside agencies; to provide highly responsible and complex administrative support to the Director of Community Development; and to perform other related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional level "at-will" classification serving as a division head within the Community Development Department. The incumbent exercises managerial leadership while serving as City Planner and performing functions including maintenance of the general plan, and current and advanced planning services. The incumbent also performs economic development and business retention duties related to the City's private and public sector economy. The application of professional knowledge and skills is required in the research, analysis, planning, and implementation of effective economic development and planning functions, and requires frequent use of independent judgment. The work requires regular attendance at meetings and hearings, and making presentations to City Council, business and community groups. Assigned duties and responsibilities will require work to be performed during and outside of normal office hours, weekends, and holidays.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Community Development.

Exercises general supervision over management, supervisory, professional, technical, and clerical staff, as assigned.

### **ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the division; provides direction to staff; reviews work of staff; prepares performance reviews; trains staff; and performs the most difficult and complex work of the division.
2. Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures; prepares new City ordinances or amendments to existing ordinances.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

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5. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, material, and supplies; monitors and approves expenditures; implements adjustments.
7. Performs complex planning duties on difficult, current and advanced planning projects; ensures compliance with City and other mandated rules, regulations, policies, and procedures.
8. Oversees the preparation of a variety of complex plans for areas in the City; prepares sphere of influence studies as appropriate; processes annexations to the City through the Local Agency Formation Commission.
9. Serves as project planner for proposed expansion programs; oversees contracted work; coordinates activities with outside agencies and organizations.
10. Reviews plans; conducts investigations to determine compliance with City codes; determines compliance with Federal, State, and local laws; presents findings.
11. Reviews and analyzes drawings, maps, specifications, environmental impact reports, and related planning documents; prepares reports on findings; presents findings to appropriate management staff or committees.
12. Plans, schedules, and carries out economic development program activities including initial planning, feasibility determination, community involvement and acceptance, implementation, scheduling, project review and evaluation; serves as a project manager for agency projects, including administration of agreements, special projects, real estate acquisitions, and liaison activities in processing development plans or proposals.
13. Organizes and assists in City processes to be responsive to the needs of the business community in the capacity of business ombudsman, including the conduct or preliminary development review, coordination with City, preparation of due diligence documentation, and coordination with outside agencies.
14. Serves as a “broker” in recruiting and assisting businesses interested in locating in Rialto to identify suitable properties for their enterprises and prepare professional site prospectus.
15. Develops and implements programs for business enhancement, business retention and business expansion; works with Chamber of Commerce and other external organizations on projects related to business retention and attraction.
16. Develops, plans, and implements strategies and programs to encourage business growth, development and investment while improving the quality and mix of uses of the downtown area, including programs to attract anchor uses or key tenants to the downtown.
17. Evaluates and analyzes data with the assistance of community groups such as business organizations, developers, governmental agencies and departments, and others for input in targeting specific types of industries to be attracted to the City.

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18. Compiles and maintains information containing inventory of economic data on the City such as population growth, income levels, labor rates, taxes, transportation, vacant land data base, and other information relating to factors of business locations (both in hard copy and website formats).
19. Provides continuing services to industries located in the City to help identify and recruit companies offering services in support of incumbent industries in coordination with the Chamber of Commerce, the County of San Bernardino, Inland Empire Economic Partnership (IEEP), and the State of California.
20. Develops directories and publications to assist companies with relocation and development decisions.
21. Makes presentations to business and community groups and attends industry trade shows such as International Council of Shopping Centers (ICSC) to represent the City of Rialto.
22. Researches economic development challenges and solutions, and prepares a variety of comprehensive reports for policy development.
23. Implements redevelopment projects, including land acquisition, relocation, public improvement construction, and other obligations of Disposition and Development Agreements (DDAs) and Owner Participation Agreements (OPAs).
24. Prepares grant applications for various programs, implements grant programs for specific projects, including Community Development Block Grant (CDBG) funding, and oversees all aspects of project execution.
25. Prepares budgets, conducts sophisticated financial assessments, and prepares staff reports, recommendations, and related documents.
26. Attends meetings of a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
27. Provides responsible staff assistance to the Director of Community Development.
28. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
29. Monitors professional service contracts in a variety of project assignments; works with other City departments and divisions on joint or related activities.
30. Attends and participates in professional group meetings; stays current on new trends and innovations in area(s) of assignment.
31. Researches, recommends, and implements new technologies to improve customer service.
32. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
33. Serves as acting Director of Community Development as assigned.
34. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

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**Knowledge of:**

- Principles and practices of effective employee supervision, training, and performance evaluation; and administrative management.
- Principles and practices of research and report preparation.
- Principles and practices of budget preparation and administration.
- Modern office procedures, methods and equipment including computers and applicable word processing and spreadsheet applications.
- Federal, State, and local ordinances, policies, and procedures related to economic development, planning, zoning, and building.
- Operations, services, and activities of a municipal planning program.
- Advanced principles and practices of urban planning, urban land economics, geography, and urban conservation.
- State annexation laws and processing of annexations, reorganizations, and detachments to the City.
- Advanced concepts of land use, design, environmental impact, and related planning issues.
- Statistical analysis and mathematical concepts related to the planning process.
- Principles and practices of economic development and redevelopment.
- Public and private sector considerations in making business expansion or location decisions.
- Principles, practices, and techniques related to business financing, employment development, and related programs.
- Techniques of marketing and promotion as related to economic development activities.
- Community characteristics including planning, zoning, schools, budgets, recreational facilities, and civic attractions.
- Statistical methods for management analysis, including present value concepts and computer modeling techniques.

**Ability to:**

- Plan, organize, and administer the Planning and Economic Development programs for the City.
- Participate in the development and administration of division goals, objectives, and procedures.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Identify and respond to community and City Council issues, concerns, and needs.
- Interpret and explain City policies and procedures.
- Represent the City effectively in professional relationships with business leaders, elected officials, and others.
- Coordinate multiple projects and meet critical deadlines.
- Work independently and exercise considerable independent judgment in resolving issues.
- Gather and analyze a variety of complex data.
- Prepare comprehensive written and oral reports.
- Communicate clearly and concisely, orally and in writing.
- Foster a spirit of teamwork and cooperation with City staff and appropriate organizations.
- Effectively plan, assign, and evaluate the work of others.
- Negotiate and manage contracts with consultants.
- Utilize personal computer to perform word processing and spreadsheet functions.
- Respond to requests and inquiries from the general public and provide excellent customer service.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare and administer program budgets.

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- Prepare clear and concise studies and reports.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Collect and analyze data related to program performance, using spreadsheet software.
- Work weekends, evenings, and attend special events as required.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of professional level economic development, planning, community development, redevelopment, housing, real estate, or public administration involving related program development experience, including two years at a supervisory level.

**Training:**

A Bachelor's degree in economic development, planning, urban planning, community development, economics, public administration, engineering, architecture, or a closely related field. A Master's degree in a related field is highly desirable.

**Licenses and Certifications**

**All Assignments:**

Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

**Environmental Conditions:**

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. However, for the position assigned to Building and Safety, up to 25% of the work may be in the field and on construction sites where the employee may be exposed to noise, dust, grease, smoke, fumes, and traffic; and work in inclement weather conditions including heat, cold, and rain.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms;

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perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is frequently required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.