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**DIRECTOR OF COMMUNITY DEVELOPMENT**

*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 plan, direct, manage, and oversee the activities and operations of the Community Development Department including planning, building, community code compliance, business development, business licensing, urban redevelopment, housing programs, and economic development, retention, and attraction; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative and policy direction from the City Administrator.

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

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

**Essential Functions:**

1. Assumes full management responsibility for all services and activities of the Community Development Department including planning, building, community code compliance, business development, business licensing, urban redevelopment, housing programs, and economic development, retention, and attraction; and recommends and administers policies and procedures.
2. Leads in the development and implementation of departmental goals, objectives, policies, and priorities.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Plans, directs, and coordinates through subordinate level staff, department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. Develops, implements, and maintains the City's general plan; directs current and advanced planning activities including zoning, development applications, subdivisions, variances, environmental review, and design review activities; presents and justifies proposed plans, plan revisions, ordinances, and other recommendations involving current and advanced planning objectives.
7. Directs and participates in the preparation of planning studies including analysis, review, and presentation of narrative and statistical findings and recommendations.

8. Manages current planning functions that includes all planning and building permit processing and insures compliance with all local, state, and federal regulations such as the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
9. Manages current and advanced planning functions and related to development projects and design projects and plans, policy development, and major policy documents including general plan, zoning, specific plan, development agreements, and various master plans and special studies.
10. Oversees activities and operations of the City Building Division's building inspection and building code enforcement functions to ensure compliance with City and mandated rules, regulations, policies, and procedures; *may serve* as the City's Chief Building Official, if needed.
11. Serves as the Chief Licensing Officer for business taxation and administer program.
12. Serves as the City's Building Official when licensed by the State of California to perform such function, or oversees contract services or subordinate staff serving as the Building Official or providing Building Official services.
13. Researches grant funding opportunities as requested by the City Manager; prepares grant applications; manages the implementation of grant funded programs and evaluates programs for accomplishment of stated objectives; manages and oversees the Community Development Block Grant (CDBG) programs and administration including housing rehabilitation loan program.
14. Coordinates with local and regional partners related to growth, housing, and transportation issues.
15. Coordinates and promotes enterprise zone activities, downtown revitalization projects, and similar programs in support of redevelopment and economic development goals and objectives.
16. Serves as liaison for the City with the financial and business community, government agencies, Chamber of Commerce, and other representatives to facilitate business expansion and development opportunities.
17. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
18. Selects, administers, and monitors contracts, vendors and providers of services to the City and the Community Development Department; ensures performance in relation to the contracted services.
19. Develops, coordinates, and manages multiple contracts and projects; solicits and negotiates consultant services, issues development proposals, development agreements, and/or requests for proposals or qualifications.
20. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
21. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

22. Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments, outside agencies, and organizations.
23. Provides staff assistance to the City Administrator; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; facilitates public meetings and discussions on complex topics.
24. Participates as a member of the City's executive management team and engages in decision-making and recommendations involving policy options, program, and use of City resources.
25. Provides staff support to assigned boards and commissions; attends and participates in professional group meetings; and stays current on new trends and innovations.
26. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
27. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a comprehensive community development program.
- Principles, practices, and procedures of contemporary city planning, zoning, urban planning, land use design, and redevelopment process.
- Research techniques, economics, municipal finance, and sociology as applied to city planning.
- Mandated laws, rules, and regulations applicable to planning, zoning, subdivision, and environmental review processes including California land use and environmental law.
- Principles and practices of a comprehensive building services program including building inspection, plan check, construction management, and community code compliance activities.
- Methods and techniques of administering Community Development Block Grant (CDBG) programs.
- Historic preservation laws and practices.
- State housing laws and housing program practices.
- Principles and practices of administering contracts and maintaining leasing programs.
- Current social, political and environmental issues influencing community development programs
- Building, electrical, mechanical, and related codes and regulations, including the Uniform Building Code.
- Methods and techniques of improving the economic status of the City through the attraction of new businesses, retention of current businesses, and urban development programs.
- Operations, services, and activities of a comprehensive urban redevelopment and community economic development program.
- Business leaders and developers in the local and regional community.
- Industrial and demographic characteristics of the region.
- Principles and practices of marketing and public relations.
- Principles and practices of research and report preparation.
- Principles and practices of program development and administration.

- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

**Ability to:**

- Manage and direct a comprehensive community development program.
- Manage and direct a comprehensive redevelopment and economic development program.
- Develop and administer departmental goals, objectives and procedures.
- Elicit community and organizational support for urban development and redevelopment programs.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Present ideas and concepts before groups or in written publications and facilitate discussions.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- 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:**

Six years of progressively responsible experience in the administration of planning, land use, zoning, building, economic development, and redevelopment programs in a municipal planning environment including three years at a management or program administration level.

**Training:**

A Bachelor's degree from an accredited college or university with major course work in city or urban

planning, architecture, civil engineering, geography, landscape architecture, business administration, public administration, economics, or a closely related field. A Master's degree in city or urban planning, engineering, public administration, economics, or finance is highly desirable.

### **Licenses and Certifications**

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

Possession of job related certifications are highly desirable and may consist of the American Institute of Certified Planners (AICP) Certification, Congress of New Urbanism Accreditation (CNU-A), and/or professional engineering license(s).

The possession of a State of California certification as a licensed Building Official is desirable.

### **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.

### **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; 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.

