

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction of the City Manager, the Director of Community Development plans, manages, oversees and directs the operations and services of the Community Development Department which includes current and advanced City planning, building, redevelopment activities, and economic development for the City; coordinates activities with other City officials, departments, outside jurisdictions, organizations and the public; provides staff support to the City Council, City Manager and Planning Commission; performs other related duties as required.

EXAMPLE OF DUTIES

- Develops, implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Oversees the selection, training and evaluation programs for all Community Development personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances and regulations including environmental laws.
- Directs and participates in all advanced and current planning, building, economic development and redevelopment and design review activities for the City; directs and participates in the maintenance and update of the City's General Plan; evaluates projects for consistency with the General Plan, zoning and subdivision ordinances, and other applicable rules, regulations and policies; directs building inspection and code compliance activities and ensures compliance with appropriate laws, ordinances and regulations.
- Serves as liaison with appropriate federal, state, regional, county, city and special district agencies as needed on City planning related matters; provides staff support to the City Council, Council subcommittees, City Manager and Planning Commission; develops recommendations for policies, laws, ordinances, resolutions and programs related to Community Development activities.
- Prepares, manages and coordinates the development of the Community Development budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.

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- Administers zoning and subdivision regulations; acts as zoning administrator for the City; determines zone district boundaries; interprets code requirements; directs the processing of zoning complaints and enforcement actions; checks building plans for compliance with zoning codes; prepares reports and makes recommendations on zoning, conducts public hearings, issues findings, prepares and presents written and oral reports, and performs other duties of zoning administration.
- Provides staff support, prepares materials, makes presentations at public meetings or hearings of the City Council, Planning Commission, Community Development Agency Board, Design Review Commission, Economic Development Committee, Citizens Advisory Committees, public and private agencies, and community groups to facilitate community development and coordination of area-wide development.
- Supervises consultants, conducting redevelopment projects, planning studies, economic development projects, historical research, geographical studies and other services.
- Serves as a resource for the City Council, City Manager, department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning, building inspection and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

REQUIREMENTS

Knowledge of: Methods, practices, and techniques to apply the principles and procedures of municipal planning and development, including laws, codes, regulations and ordinances related to subdivision, annexations, zoning, land use, transportation, housing, redevelopment, environmental impact assessment, and coastal programs; general financial sources for community development and redevelopment, including grants, private/public partnerships, bonds, and taxes; the municipal government operations; principles and practices of records management, organizational development, personnel administration and public administration including budget development.

Skill in: Directing complex long and short range planning, economic development and redevelopment activities; quantitative and analytical analysis with emphasis in land use planning and economic development; analyzing and interpreting maps and aerial photos; conducting on-site assessments of properties in terms of their development and potential land related environmental issues; preparing correspondence, complex technical reports, grant applications, resolutions and ordinances; making oral and written presentations; establishing and maintaining cooperative and effective working relationships with administrators, co-workers and general public; formulating and implementing programs to resolve community problems, meet community needs and balance diverse community interests; operating an office computer and a variety of word processing and software applications.

OTHER REQUIREMENTS

Must possess a valid California Drivers' License; must be willing to work nights, weekends, on-call or overtime, as necessary.

DESIRABLE TRAINING AND EXPERIENCE

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outlined above. An example would be:

Equivalent to graduation from college with a degree in planning or a closely related field and at least three years of work experience in planning, building, economic development and/or redevelopment which involved data analysis, report writing and providing and explaining a wide variety of technical information and requirements to the public. Previous experience in working with grants administration is highly desirable.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.