

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under direction of the City Manager or his/her designee, develops, plans, organizes, manages, and provides administrative direction and oversight to all functions and activities of the Community Development Department. Directs and administers the city planning, building, and code enforcement activities, which include current, advanced, and environmental planning; building plan check, permitting, inspection, and enforcement of state and local building codes; and code enforcement activities. Also directs and administers affordable housing and economic development activities. Coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over professional, technical, and clerical staff.

CLASS CHARACTERISTICS

This single-position classification is a department director classification that oversees, directs, and participates in all activities of the Community Development Department, including planning, building, code enforcement, affordable housing, and economic development functions. The incumbent will develop and administer departmental policies, procedures, and services. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies. The incumbent is accountable for accomplishing departmental and City goals and objectives within general policy guidelines, and is expected to have strong interpersonal skills, strong experience in community development and code enforcement and the ability to build regional partnerships.

EXAMPLES OF DUTIES (Illustrative Only)

- Assumes full management responsibility for all Community Development Department programs, services, and activities, including current, advanced, and environmental planning; building plan check, permitting, and building inspection;

and code enforcement activities.

- Directs the development and implementation of goals, policies, procedures, and work standards for the department; establishes, within City policy, appropriate service model, budget, service, and staffing levels.
- Advances, recommends, implements, and oversees highly complex planning programs and activities in the areas of land use, housing, transportation, natural resources, parks and open spaces, zone changes, conditional use permits, variances, and other discretionary cases.
- Administers and manages updates to the City's policy documents including the General Plan, Housing Element, Specific Plan(s), Local Hazard Mitigation Plan and designs and conducts studies to develop policies, plans, and codes.
- Manages and participates in the development and administration of the department's annual budget and fees; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Provides highly complex staff assistance to the City Manager; develops and reviews staff reports related to Department activities, projects, and services; presents reports to and advises the City Council, Planning Commission, and other commissions, committees, and boards related to a wide variety of matters; performs a variety of public relations and outreach work related to assigned activities.
- Serves as staff liaison to the Planning Commission including identifying items that require Commission review and making presentations to the Commission on the same.
- Serves as source of information for developers, engineers, property owners, contractors, and other interested parties regarding land use applications and general municipal planning programs, projects, and functions.
- Negotiates, administers, and manages contracts for services including development of the scope of services and overall management for project budgets, deliverables, and timelines.
- Stays abreast of new trends and innovations applicable to the department; researches emerging products and enhancements and their applicability to City needs.
- Plans, schedules, supervises, and evaluates code enforcement inspection personnel to ensure quality standards and timely completion of all inspections.
- Works effectively with a variety of staff, other governmental representatives, and the public; deals tactfully and courteously with the public and maintains

composure in difficult and/or stressful situations.

- As an at-will, executive management employee, performs other executive management peripheral duties as directed by the City Manager, as assigned.

QUALIFICATIONS

Knowledge

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Theories, principles, and contents of municipal, zoning, subdivision, and urban planning codes, regulations, natural resource protection, and environmental laws.
- Principles, practices, and methods related to California Building Code regulations.
- Principles and practices of the code enforcement process.
- Investigative principles, methods and techniques, and case management principles for the purpose of establishing documentation and an audit trail for legal purposes
- Principles, practices, and procedures related to city and regional planning, development, and zoning administration.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Methods, materials, and techniques used in the planning of projects, including land use, transportation, stormwater management, natural resources, parks, and historic preservation.
- Geographic, socio-economic, transportation, political, and other elements related to city planning.
- Applicable federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of development services programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Skills

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of development services programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Properly interpret complex laws pertaining to planning, zoning, and building regulation.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Identify code violations, exercise sound judgment in assessing the degree of compliance with applicable laws and determine appropriate course of action; render accurate court testimony.

Education and Experience

Graduation from a four-year accredited college or university with major coursework in urban planning, public administration, economics, architecture, environmental design, civil engineering, business administration, or a related field (a master's degree is preferred); and

A minimum of seven years of extensive, progressively responsible administrative and supervisory experience in management or administration, preferably involving centralized planning, redevelopment, building regulation, and/or in a code compliance environment as found in a city, county or special district.

Licenses and Certifications

Must possess a valid California Class C driver license and have a satisfactory driving record. Possession of a Basic, Intermediate, and Advanced Code Enforcement (or Substituted Service Certification Exam) and 832 PC certifications are desirable. Possession of an American Institute of Certified Planners certificate is desirable.

Working Conditions

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes when field work is required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various construction sites; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although the job involves field inspection work requiring walking at inspection sites to monitor performance and to identify problems or hazards; standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.