



JULY 2023
FLSA STATUS: EXEMPT

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Reporting to the City Manager, this position plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Development Department; assumes management responsibility overseeing, and directing the staff, operations and services of the City's Community Development Department and provides complex administrative and technical support to the Planning Commission and City Council; performs complex planning studies; 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.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises supervision over management, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This executive management classification oversees, directs, and participates in all activities of the Community Development Department, including short and long-term planning and economic development, policy development and administration, and enforcing City codes and regulations. The incumbent regularly interacts with the City Manager, City Council, Planning Commission, and departmental directors in coordinating projects and information. This position also assumes management responsibility for the City's Planning and building services and operations including staff support to the Planning Commission. Successful performance of the work requires knowledge of public policy, planning principles, building codes, 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. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and/or supervises the preparation of staff reports to the Planning Commission, the City Council, and/or other applicable agencies, commissions, and committees.
- Directs, oversees, and participates in the department work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products; schedules and prepares Planning Commission agendas.
- Prepares, reviews, and/or edits all department staff reports, internal memos, and communications.

- Meets with developers, engineers, architects, other development professionals, and the general public to review potential development projects and assists in communicating the City development regulations and standards.
- Manages economic development initiatives and programs of the City for purposes of developing growth and sustainability.
- Collaborates with City Manager and City Council on administrative matters, legislation, and policies, making recommendations for action.
- Maintains public records in accordance with state and federal guidelines and regulations.
- Collaborates with other City departments, community leaders, business, boards, commissions, and outside agencies to resolve problems, coordinate activities, exchange information and provide expertise; explain zoning and planning requirements to the public and promote economic development.
- Conduct analysis of technical materials; review staff reports for consistency and compliance with City and department policies and sound planning practices; oversee building permits, land use, planning commission and Board of adjustment records and preparation; prepare permit reports and environmental determinations for permit approval; submit reports to appropriate administrator or agency.
- Acts as a direct Project Manager for complex or controversial development applications and projects.
- Manage department funds, staff resources, materials, facilities, and time to ensure efficient and effective department operations, including preparing and administering the department's budget and work programs.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements individual performance improvement plans when necessary; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Facilitates the ongoing implementation of the General Plan, Zoning Code, Municipal Codes, and Specific Area Plans by completing actions identified in the plans and codes and proposing policy revisions as warranted.
- Manages Federal, State, and local grants, including the City's Community Development Block Grant Programs for housing, community development, and economic projects and programs.
- Develops, implements, and manages housing, and community development programs or contracts with non-profits and contractors for the City.
- Hires, supervises, disciplines, and evaluates the performance of assigned staff. Delegates workload among staff and consultants.
- Formulates long-range housing plans and strategies for the City, including scheduling and setting priorities.
- Performs and supervises complex research; reviews, analyzes, and implements new legislation and regulations.
- Prepares and makes public presentations in order to represent the City at public meetings.
- Writes, reviews, and administers requests for proposals (RFPs) for the Community Development Department and makes recommendations on consultant selection.
- Serves as the primary housing contact person for community groups, developers, non-profit organizations, other governmental agencies, and related groups.
- Oversees enforcement and corrective action of the City's municipal code.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of city and regional planning, land development, and planning law, including the Subdivision Map Act and California Environmental Quality Act.
- Federal, State, and local grant programs, including CDBG programs.
- Real estate laws, procedures, and practices.
- Downtown and neighborhood revitalization strategies and techniques.
- Management practices pertaining to the evaluation of organizational needs and procedures.
- Contract development and administration.
- California building code standards and regulations.
- Code enforcement of municipal codes implementation.
- Principles and practices of personnel management and budget preparation and administration.
- Effective supervisory and employee management principles and practices.

Ability to:

- Work effectively under pressure and time constraints.
- Manage a busy workload.
- Interact effectively with the public, employees, outside agency representatives, and elected/appointed officials.
- Demonstrate supervisory and leadership skills.
- Communicate effectively, both orally and in writing.
- Collect, organize, and analyze data.
- Give public presentations.
- Identify and leverage outside funding sources.
- Demonstrate creativity in developing new solutions to identified problems.

Education and Experience:

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

Equivalent to graduation from a four (4) year college or university with major coursework City or Urban Planning, Public Administration, Business Administration, Economics, or a related field. A Master's degree in Urban Planning and/or American Institute of Certified Planners (AICP) certification is desired.

Typical experience would include four (4) years of professional experience in local governmental planning, including direct familiarity with California legal requirements. Supervisory experience is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California's Driver's License by date of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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 standing and walking between work areas may be required, as well as field site visits. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with frustrated or irritated individuals when interpreting and enforcing department policies and procedures.

When working in the field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.