



## Director of Community Development

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| Department/Division:   | Community Development  |
| Reports To:            | City Manager   |
| Provides Direction To: | Planning Manager, Building and Safety Manager, Housing Manager, Senior Code Compliance Officer, Administrative Analyst, and designated administrative support personnel. |
| Date Updated:          | June 29, 2022  |

### GENERAL PURPOSE

Under general direction, plans and directs development operations including planning, building and safety, housing, and related activities; directs staffing, budget and policies of the department; serves as staff liaison to the Planning and Commission; participates as a member of the Executive Management Team; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

This is a department director level position that reports to the City Manager. This position is distinguished from the manager level classifications within the department by its broader scope of functional responsibilities, scope of supervision exercised, budgetary accountability, and decision-making authority.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Provides direction and professional advice to support division managers and administrative personnel and directs their selection, training, development, evaluation, compensation, and discipline.
2. Develops, implements and evaluates plans, policies, systems and procedures, and staffing to achieve annual departmental goals and work standards related to planning, building and safety, housing, and code enforcement matters.
3. Develops annual department budget and strategic plan, including the asset management plan; analyzes and controls budget expenditures to ensure cost-effective and efficient delivery of public services.

4. Advises and serves as a liaison to the City Manager's Office and City Council and represents the department in policy matters.
5. Evaluates agenda staff reports and makes formal presentations for the Planning Commission, Design Planning Review Board, and City Council and addresses policy questions and technical and sensitive issues, including matters involving legal standards and historical precedents.
6. Prepares, reviews and approves staff reports, technical documents, and correspondence pertaining to planning, building, and code compliance to resolve difficult and sensitive issues.
7. Prepares bids and specifications for professional services agreements for development and other projects and makes awards of service contracts; ensures compliance with guidelines.
8. Plans, coordinates, and schedules employee assignments and projects for advance planning, current planning, and other studies involving staff, property owners, developers, consultants, applicants, and the general public.
9. Develops and evaluates the effectiveness of departmental policies and procedures and directs and implements changes to improve customer service.
10. Oversees the preparation of annual and progress reports for the Housing and Community Development Department and involving housing and community development block grant reports, the Housing Element, and departmental activities.
11. Assists the City Manager in coordinating and leading the Quality of Life Task Force meetings and agenda preparation.
12. Tracks and remains abreast of new legislation from federal and state agencies that affect departmental practices and operations.
13. Participates as a member of the Executive Management Team.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Planning, building, housing, and code compliance policies and community relations practices; principles of management, budgeting and supervision and strategic planning; project management practices; theories, principles, procedures, standards, practices, information sources and trends in the fields of current and advanced planning; land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning; statistical analysis techniques related to municipal planning; application, modification, and inter-relationships among ordinances, policies, standards,

procedures and practices associated with the planning function; applicable federal, state and local laws and regulations, including state planning laws, Subdivision Map Act, California Environment Quality Act, Surface Mining and Reclamation Act, Local Government Reorganization Act and National Environmental Policy Act; terminology, symbols, methods, and techniques used in planning and planning exhibits such as site plans, grading plans and architectural elevations; local government organization and the functions and practices of a municipal planning unit; research methods and statistical techniques and applications; work planning and organization.

**Ability to:**

Plan, direct, organize, assign and evaluate projects and work assignments of departmental staff; perform and oversee technical current, advanced, and project-planning activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues; interpret laws, policies, procedures, regulations, maps, specifications, census data, site and building plans, graphs and other statistical data; understand a variety of complex wide ranging issues and facilitate determination of appropriate policies regarding those matters; establish and maintain cooperative working relationships with City Council, Planning Commission, other officials, management, and the general public; exercise sound independent judgment within City guidelines; represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public; prepare clear, concise and complete technical planning documents, reports and correspondence; direct and conduct analyses and make accurate recommendations based on study findings; operate computer terminal and use word processing, spreadsheet, GIS, and other software applications.

**Education/Training/Experience:**

Any combination equivalent to education and experience that would likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to a Bachelor's degree in Urban Planning or closely related field. Master's Degree in Urban Planning and/or equivalent certification as AICP is desirable.

**Experience:** Five or more years of professional planning, building and safety, and code compliance experience, including three years of management and supervision of technical management staff.

**Licenses/Certificates/Special Requirements:** A valid class C California Driver's License, acceptable driving record, and proof of insurance in compliance with the City's vehicle insurance policy standards.

Ability to work extended hours in order to attend meetings, conferences, events, and other functions on behalf of the City, including evening and weekend hours.

## **PHYSICAL AND MENTAL DEMANDS**

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; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; attend after work hearings and meetings; and interact with City staff, officials and the general public, and occasionally deal with dissatisfied or quarrelsome individuals.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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; the noise level is usually quiet.