

CLASS SPECIFICATION
Community Development Director

GENERAL PURPOSE

Under general policy direction, plans, organizes, directs and integrates the City's community development programs and services, including building and safety, code compliance, planning and one-stop counter programs and activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating the functions, programs and activities of the divisions that comprise the Community Development department which provide broad, comprehensive City-wide building and safety, code compliance, planning and one-stop counter services. The incumbent exercises significant authority and independence in implementing a broad range of professional and technical community development services and programs in coordination with other City executives and managers. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

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 class.

1. Plans, organizes, controls, manages and evaluates the work of the Community Development department; with subordinate managers and supervisors, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Participates with other managers in establishing strategic plans for the City; sets overall management and policy goals and objectives for a department; coordinates department program and policy issues with managers of other departments and/or on a City-wide basis.
3. Plans and evaluates the performance of supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.

4. Provides day-to-day leadership and works with supervisors and staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
5. With other members of the executive management team, participates in the development and implementation of City strategic and business plans, goals and objectives; leads and directs department staff in the development and application of new processes and technologies to achieve higher efficiency, productivity and customer service in department work processes.
6. Plans, directs, manages, administers, integrates and evaluates a wide range of community development activities and programs in compliance with federal, state and municipal codes and regulations governing building and safety, code compliance and City planning; ensures the proper administration and enforcement of the City's zoning, housing, building, safety and related codes.
7. Represents the department and/or City in City Council, Planning Commission and other meetings; ensures timely actions on Planning Commission cases and implementation of City Council resolutions on community development matters; informs and advises the City Manager and Planning Commission on community development issues.
8. Works closely with other department heads and City staff to solve a broad range of service delivery, community and administrative problems; assembles necessary resources to solve a broad range of community development programmatic and service delivery problems.
9. Analyzes, reviews and directs the preparation of code amendments and regulations; keeps informed on current regulations and changes in codes and legislation; furnishes updated interpretations of codes and regulations to other City management and staff.
10. Maintains effective relations with a variety of community organizations, groups and other individuals; meets with professionals, citizens and organizations to encourage action or resolve problems related to department work activities and projects; interprets the functions, policies and plans of the department's divisions to boards, commissions, community groups, private parties, and the public.
11. Monitors developments in planning, and economic and community development matters, evaluates their impact on City programs and operations, and implements improvement where warranted.

QUALIFICATIONS

Knowledge of:

1. Theory, principles, practices and techniques of urban planning, building and construction inspection, code compliance, safety, planning, workforce development and related community development services.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.

4. Research methods and analysis techniques.
5. Principles and practices of sound business communication.
6. Principles and practices of effective management and supervision.
7. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, direct and integrate broad, comprehensive planning and community development programs and services.
2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with all levels of City management, other governmental officials, other governmental officials, business and community leaders, residents, consultants, vendors, contractors, employees, the public and others encountered in the course of work and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major course work in urban planning, public administration, regional planning or a related field; and ten years of progressively responsible planning and administrative experience in urban planning and/or community development, at least five of which were in a management capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee 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 and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close 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 complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of City management, other governmental officials, other governmental officials, business and community leaders, residents, consultants, vendors, contractors, employees, the public and others encountered in the course of work and others encountered in the course of work.

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, and the noise level is usually quiet.