



## **DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT**

### **DEFINITION**

To plan, organize, and assist in the management and leadership of the Community Development Department.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Assistant City Manager or designee. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLE OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

- Plan, organize and direct one or more Divisions of the Community Development Department to achieve respective division goals.
- Be involved in the City's strategic planning of the to ensure the priorities and goals of the City are met.
- Evaluate and maintain quality control over staff assignments, review progress and direct changes as needed.
- Provide effective direction, control, and management over key planning, business license, building permit and inspection, and engineering functions.
- Meet and confer with developers, contractors, engineers and the general public relative to the city policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.
- Determine priorities and work sequences necessary to achieve objectives and assign personnel in accordance with priority and need.
- Coordinate department activities with other departments and agencies as needed.
- Supervise and direct consultants preparing special studies or plans.
- Provide technical expertise, information and assistance to department staff, other departments, the Planning Commission and City Council, other boards and commissions, and the general public as needed.
- Assist in the preparation of the Community Development Department annual preliminary budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review, prepare and direct major department purchases.

- Attend and conduct a variety of meetings as assigned; serve on assigned committees; prepare and deliver oral presentations and recommendations to the City Council, commissions, committees, and government boards.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to manage projects and department functions that impact the public's health and safety.

#### **OTHER JOB FUNCTIONS:**

- Conduct public meetings and workshops to receive input on public and private projects.
- As assigned, oversee the preparation of updates to the City's General Plan, Specific Plans, Zoning Ordinance, Community Design Standards, Climate Action Plan, Major Projects Financing Plan, and Capital Improvement Program.
- Interpret and apply relevant codes, ordinances, rules, and regulations, including CEQA, the Subdivision Map Act, and the Public Contracts Code. Oversee and ensure proper review of all private development proposals including specific plans, infrastructure financing plans, subdivision and parcel maps, improvement plans, conditional use permits, design reviews, and building permits.
- Prepare and direct the preparation of various reports to City Council, Commissions, and state and federal entities; coordinate special studies on a variety of complex problems that require a high degree of technical competence and political awareness.
- Represent the Department to public and other organizations and participate in outside activities that will further the City's objectives.
- Supervise, train, mentor and evaluate assigned staff.
- Serve as Acting Community Development Director as assigned.
- Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Urban design, land use and transportation planning, sustainability, and environmental law practices and implementation procedures.
- Land planning including subdivision laws.
- Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operation and maintenance.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to a variety of public works projects.
- Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in land use planning, transportation, environmental sustainability, and municipal public works.
- Contract preparations and administration.
- Budget preparation and management.
- Principles and practices of administration, supervision and training. City government organization structure, operations and policies.

- Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

**Skill to:**

- Plan, coordinate and prioritize a variety of planning, building permitting and engineering projects.
- Supervise and participate in the preparation and management of plans, drawings, specifications, diagrams, and sketches pertaining to private development and public works construction projects.
- Analyze complex technical and administrative problems, evaluate alternatives, and implement creative but sound alternatives.
- Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing.

**Ability to:**

- Train, mentor and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Maintain a variety of reports and files related to assigned activities.
- Operate a computer and assigned software.

**Minimum Education and Experience:**

**Education:**

Bachelor's degree from an accredited college or university in urban planning, civil engineering, architecture, geography, public administration or related field.

**Experience:**

Five (5) years of increasingly responsible public or private sector planning, urban design, redevelopment, building, or engineering experience, including at least two years of significant supervisory responsibilities.

**License or Certificate:**

Possession of a valid California Driver's License required upon hire. Possession of a valid certification as a member of the American Institute of Certified Planners preferred.

## **ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Heavy Work:** Exerting in excess of 25 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

### **Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

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