

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

To plan, organize and direct the City's community development activities including current and advanced planning, environmental analysis, building inspection, business license, redevelopment, and Community Development Block Grant economic development Program.

SUPERVISION RECEIVED AND EXERCISED:

General direction is provided by the City Manager. Exercises direct and indirect supervision over assigned staff.

EXAMPLES OF DUTIES

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

ESSENTIAL JOB FUNCTIONS

Plan, organize, and direct the operations and activities of the City's Community Development Department, including current and advanced planning business licenses, building inspection, code enforcement, redevelopment, economic development, environmental analysis, and grants. Make authoritative interpretations of applicable laws, regulations, and policies; negotiate and resolve disputes between applicant and City regarding requirements and interpretation of laws, regulations, and policies. Directs the preparation and maintenance of the General Plan and Specific Plan. Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards. Assures that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development.

Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Makes recommendations to grant or deny approval of rezoning, conditional use permits, variances, CEQA documents, subdivisions, residential development permits, site plan reviews and minor plan deviations by applying General Plan concepts, Zoning Ordinance regulations and other policies or procedures to specific staff projects. Supervise and participate in the

most complex planning studies and environmental documents. Administer and oversee contractual agreements between the City and other agencies, private organizations and individual members of the public. Promote and maintain safety in the work place. Represent the department before the City Council, community, outside agencies and at professional meetings as requested. Oversee staffing of Planning Commission, Historical Presentation, Redevelopment Advisory Committee, Board of Building Appeals, Undergrounding Committee, and other committees formed by the City. Oversee and support historic preservation programs. Direct and coordinate the administration of the Community Development Block Grant Entitlement City Program. Recommend adoption and assist in preparation of ordinances. Serve as Acting City Manager as assigned. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Comprehensive knowledge of municipal planning department, including redevelopment, building code enforcement/inspection, grants and environmental law. Principles of economics, statistics, and sociology as applied to City planning. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Codes, ordinances, resolutions, laws, judicial decisions, recent developments, current literature and sources of information in planning, environmental matters, zoning and land division. Contract preparation and administration. Operation and programs of a personal computer.

Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports. Negotiate, persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives. Delegate responsibility; schedule and program work on a long-term basis. Communicate clearly and concisely, both orally and in writing. Efficiently operate a personal computer. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Develop and implement planning services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines. Administer planning and community development programs in accordance with modern practices and standards. Identify, coordinate and resolve a wide variety of interests in the development of land use policy and redevelopment programs; negotiate effectively with developers, property owners and consultants. Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical manner to achieve the knowledge and abilities would be:

Education:

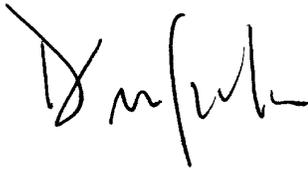
Equivalent to a Bachelor's Degree from an accredited college or university with major work in urban planning or related field is required. A Master's Degree in planning or related field is preferred.

Experience:

Five years of increasingly responsible experience in municipal planning or related field; at least three years of responsible administrative/management experience.

License or Certificate

Possession of a valid California Driver's License and certification from the American Institute of Certified Planners.

A handwritten signature in black ink, appearing to read 'D. M. White'.

Human Resources

Council Action: April 7, 1998