



CLASSIFICATION SPECIFICATION COMMUNITY DEVELOPMENT DIRECTOR

JOB SUMMARY:

Under general supervision of the City Manager, the Community Development Director oversees all operations of the Community Development Department including economic development, planning, building, neighborhood improvement services and serves as a member of the City's executive team; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Community Development Director reports directly to the City Manager and is responsible for the overall planning, organization, and administration of the Community Development Department. This classification serves as a member of the City's executive team and participates actively in addressing issues of concern to the City, which, at times, may not have a direct impact on their area of specialization.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Coordinates the administrative and business management functions of the Community Development Department, including oversight of the building, economic development, planning and neighborhood improvement services the process and preparation of budget, grants, capital improvement and personnel functions.
- Plans, organizes directs and manages all activities of the Community Development Department including development/environmental review, planning, building and safety, zoning, community preservation.
- Directs and participates in the preparation of a wide variety of surveys, plans, specifications, request for proposals, studies, reports, contracts, agreements, agenda reports, correspondences, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.
- Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.
- Actively recruits and assists businesses with relocation and those who wish to develop in the City.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Knowledge of principles and methods of economic development; familiarity with the fundamentals of real-estate analysis including financial and economic review processes; knowledge of laws and practices affecting City planning, engineering, building and safety and techniques of supervision and training.
- Principles of financial analysis including financial terms and cost benefit analysis; principles and practices of municipal budget preparation and administration; and pertinent federal, state, and local laws, codes, and regulations.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Perform the full range of responsible and difficult analytical and administrative work using independent judgement and personal initiative, and correctly interpret and apply complex federal, state, local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; maintain and prepare complex, extensive, and confidential records and reports; and organize and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff; and establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in public administration, business administration, urban planning, civil engineering, or a closely related field.

- Seven years of increasingly responsible experience in community development, with at least three years of experience in a supervisory or lead capacity.
- Master's Degree in a related field is highly desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: March 2019