



## Community Development Director

### ***Purpose of the role:***

Under general administrative direction, plans, organizes, and directs the operations, programs, and services of the Community Development Department; manages and directs the services of the planning, building inspection, plan review, code compliance, housing and redevelopment, and permit process divisions and sections; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager's Office; and performs related duties as assigned.

### ***Distinguishing Characteristics:***

The Community Development Director is a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of all department functions. The incumbent is responsible for developing and accomplishing department objectives and goals within guidelines established by the City Council and City Manager. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

### ***Essential Duties and Responsibilities:***

- Plans, organizes, controls, integrates, and evaluates the work of the Community Development Department including activities associated with planning, building inspections, plan review, code compliance, housing and redevelopment, and permit process divisions and sections; develops, implements, and monitors, with division managers, long-term plans, goals, and objectives focused on achieving the City's mission and City Council priorities; manages and directs the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual department goals and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of division managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; makes decisions on compensation and other rewards to recognize performance; takes disciplinary action, up to and including

termination, in accordance with the City's Personnel Rules and Regulations.

- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides leadership and works with division managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and values.
- Directs the development of and monitors performance against the annual department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Ensures timely actions on Planning Commission cases and implementation of City Council resolutions on departmental matters.
- Assists in the preparation of new City ordinances and the revision of existing ordinances; reviews development and redevelopment plans.
- Ensures the proper administration and enforcement of the City's zoning, housing, and related codes.
- Monitors developments in urban planning, economic development, and community development matters; evaluates their impact on City programs and operations; implements improvement where warranted.
- Provides staff assistance to the City Manager; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Represents the department to, maintains effective relationships with, and coordinates departmental activities with other departments as well as a variety of boards, commissions, community organizations, groups and individual; promotes positive public relations.
- Explains, interprets, justifies, and defends department functions, programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to, negotiates, and resolves difficult and sensitive citizen inquiries and complaints as well as controversial departmental issues.
- Maintains current knowledge of new trends and innovations in the field of community development; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive community development program including planning, building, code enforcement, redevelopment, and housing programs and functional areas.
- Theory, principles, and practices of urban planning, building inspection, code enforcement, and related community development services.
- Development review procedures and requirements.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations including those governing the administration of planning, community development, and community redevelopment programs and activities.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Organization and functions of an elected City Council and appointed boards and commissions.
- Recent developments, current literature, and sources of information related to assigned programs and services.
- Advanced methods and techniques of effective technical and administrative report preparation and presentation.
- Methods and techniques of eliciting community participation in planning and development issues.

***Desired  
Minimum  
Qualifications:***

Ability to:

- Manage and direct a comprehensive community development program.
- Develop and administer departmental goals, objectives, and procedures.
- Exercise sound, expert independent judgment within general policy guidelines.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Perform difficult and complex analysis and research, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Present proposals and recommendations clearly and logically in

- public meetings.
- Provide highly complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned.
- Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Gain cooperation through discussion and persuasion.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative and technical reports.
- Read and interpret complex data, information, and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations including those governing planning and community development services.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

**Competencies:**

- Team Builder
- Strategic Thinker
- Results Oriented
- Planner and Organizer
- Interpersonally Effective
- Problem Solver and Decision Maker
- Technically Knowledgeable

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, public or business administration, or a related field. A Master's degree is highly desirable.

***Education and  
Experience  
Guidelines:***

**Experience:**

Ten years of increasingly responsible experience in a position related to community development, planning, or public administration and management including three years of management and administrative responsibility in urban planning and/or development within a municipality.

**Licenses; Certificates; Special Requirements:**

A valid Class C California driver's license is required.

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical and  
Environmental  
Conditions:**

**Physical:** Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

**Environment:** Standard office setting; interact with officials and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.*

Date Adopted: 7/5/03

Date Revised: 7/27/05