



Director of Community Development

Department/Division:	Community Development and Development Services
Reports To:	City Manager
Provides Direction To:	Planning Manager, Building and Safety Manager, Senior Planner, Associate Planner, Assistant Planner, Code Enforcement Officer, Office Coordinator, Senior Management Analyst, Administrative Analyst, Administrative Aide, Planning Intern, Housing Intern
Last Revised:	June 27, 2019

GENERAL PURPOSE

Under general direction, plans and directs development operations including current planning, design review, advance planning, subdivision review, environmental review, code compliance, regional planning, building and safety, and related activities; directs staffing, budget and policies of the department; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a department director level position that reports to the City Manager.

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 position.

1. Directs staffing and work plan for the department; establishes department goals and determines policies, projects and administrative work having the highest priority; reviews and approves performance development plans.
2. Oversees the work of professional and managerial employees; checks work for acceptability and conformance with standards; plans, coordinates, and schedules employee assignments and projects.

3. Meets with and negotiates with property owners and developers regarding major and sensitive planning and projects.
4. Attends and makes formal presentations at Planning Commission and City Council meetings and addresses policy questions and issues, including matters involving legal standards and historical precedents.
5. Prepares, reviews and approves staff reports and correspondence pertaining to planning, building, and code compliance matters.
6. Participates on management team in order to review City-wide goals, policies and issues.
7. Supervises consultants on various current planning, advance planning and development projects.
8. Prepares and oversees adherence to department budget.
9. Coordinates planning, building, and code compliance projects and activities between departments.
10. Oversees the customer service needs of the department and City; attends to a broad range of projects or specialized issues as needed or assigned.
11. Regularly requires the employee to attend night meetings and business-oriented functions.

QUALIFICATIONS GUIDELINES

Knowledge of:

Planning, building, and code compliance policies and community relations practices; principles of management, budgeting and supervision; project management practices; theories, principles, procedures, standards, practices, information sources and trends in the fields of current and advanced planning; land use, physical design, demographic, environmental, and social/economic concepts as applied to municipal planning; statistical analysis techniques related to municipal planning; application, modification, and inter-relationships among ordinances, policies, standards, procedures and practices associated with the planning function; applicable federal, state and local laws and regulations, including state planning laws, Subdivision Map Act, California Environment Quality Act, Surface Mining and Reclamation Act, Local Government Reorganization Act and National Environmental Policy Act; terminology, symbols, methods, and techniques used in planning and planning exhibits such as site

plans, grading plans and architectural elevations; local government organization and the functions and practices of a municipal planning unit; research methods and statistical techniques and applications; work planning and organization.

Ability to:

Plan, direct, organize, assign and evaluate projects and work assignments of departmental staff; perform and oversee technical current, advanced, and project-planning activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues; interpret laws, policies, procedures, regulations, maps, specifications, census data, site and building plans, graphs and other statistical data; understand a variety of complex wide ranging issues and facilitate determination of appropriate policies regarding those matters; establish and maintain cooperative working relationships with City Council, Planning Commission, other officials, management, and the general public; exercise sound independent judgment within City guidelines; represent the City effectively in meetings with commissions, community groups, governmental bodies, the media, and the public; prepare clear, concise and complete technical planning documents, reports and correspondence; direct and conduct analyses and make accurate recommendations based on study findings; operate computer terminal and use word processing, spreadsheet and other software applications.

Education/Training/Experience:

Any combination equivalent to education and experience that would likely provide the desired knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in Urban Planning or closely related field. Master's Degree in Urban Planning and/or equivalent certification as AICP is desirable.

Experience: Five or more years of professional planning, building and safety, and code compliance experience, including three years of management and supervision of technical management staff.

Licenses; Certificates; Special Requirements: A valid class C or Class 3 Driver's License, from a state Department of Motor Vehicles, 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 employees 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, feel or operate standard office equipment; and reach with hands and arms. The employee may occasionally walk and stand and lift and carry records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Regularly requires the employee to attend night meetings and business-oriented functions.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; attend after work hearings and meetings; and interact with City staff, officials and the general public, and occasionally deal with dissatisfied or quarrelsome individuals.

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; the noise level is usually quiet.