COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION
Under administrative direction of the City Manager, administers all phases of a comprehensive community development program; provides expert professional assistance to City management staff in areas of responsibility; performs related work as required.

EXAMPLES OF DUTIES
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department; prepares and administers the department’s biennial budget.
- Plans, organizes, assigns, directs, reviews and evaluates planning, building, code enforcement, economic development, rental licensing, HCDA, bond funding, rehabilitation loan, and redevelopment programs and activities; personally performs professional-level work in the above planning area.
- Provides information, policy recommendations and staff support for varied appointed commissions and committees concerned with land use, community development and related planning matters.
- Directs the preparation of applications for and administration of monies received by various federal and state grant-funded programs.
- Develops, prepares modifications for and administers the City’s General Plan.
- Selects assigned personnel and provides for their training and professional development; interprets City policies and procedures to employees; is responsible for the morale and productivity of department staff.
- Selects professional contract support staff; negotiates and administers their service contracts.
- Confers with and provides professional assistance to members of City departments on community development matters.
- Directs the preparation of negative declarations and environmental impact reports for varied public projects.
- Conducts or directs analytical planning and related studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of periodic and special reports regarding departmental activities.
COMMUNITY DEVELOPMENT DIRECTOR

EXAMPLES OF DUTIES (continued)

- Makes presentations before the City Council; represents the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public.

- Monitors developments related to planning, building, land use, economic development, grant and bond programs, code enforcement, and redevelopment matters; evaluates their impact upon City operations and recommends policy and procedural modifications.

QUALIFICATIONS

Knowledge Of:

Principles, practices and techniques of urban planning, growth and economic development; economic forecasting and statistical research methods; redevelopment principles and procedures; administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and employee supervision; applicable state and federal laws and regulations; environmental issues as related to the planning process; contract administration principles and practices; and basic building, code enforcement, grant funding, bond and alternative financing principles, practices and methods.

Ability To:

- Plan, organize, assign, direct, review and evaluate varied community development activities.

- Select, train, motivate and evaluate assigned staff and contract professionals.

- Develop, implement and interpret policies, procedures, goals, objectives and work standards; analyze complex problems, evaluate alternatives and make creative recommendations.

- Exercise sound independent judgment within general policy guidelines.

- Establish and maintain effective working relationships with those contacted in the course of the work.

- Represent the City effectively in meetings with others; and prepare clear, concise and competent reports, correspondence and other written materials.

Other Requirements:

Must possess a valid California Driver’s license and have a satisfactory driving record.

A typical way of gaining the knowledge and abilities outlined above is:

Equivalent to graduation from a four-year college with major coursework in planning, public or business administration or a related field and substantial planning or municipal administration experience which has included at least two years at a supervisory or management level. An appropriate advanced degree, and familiarity with a building inspection, code enforcement, and varied rehabilitation and redevelopment programs and processes are desirable.