



COMMUNITY DEVELOPMENT DIRECTOR

Bargaining Unit: Department Heads

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.

CLASS CHARACTERISTICS:

N/A

EXAMPLES OF DUTIES (illustrative only):

- 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.

- 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:

EDUCATION AND EXPERIENCE:

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

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.

KNOWLEDGE AND ABILITIES:

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.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Travel: Positions in this class may require local and statewide travel as necessary.