



Director of Community Development

Summary

Plan, organize, coordinate, and direct the programs and activities of the City's Community Development Department; provide expert professional assistance to City management staff on community development matters.

Class Characteristics

Administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical, and support services personnel.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here 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 a disability to perform the essential duties, skills, and demands.

Duties:

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Community Development Department.

Prepare and administer the department's budget.

Plan, organize, assign, direct, review, and evaluate the work of staff; select staff and provide for his/her training and professional development; interpret City policies to employees.

Work closely with the City Manager, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to the community development function. Advise the City Manager and City Council on related issues and programs.

Prepare and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City community development needs; make final interpretation of City regulations and various ordinances, codes, and applicable laws to ensure compliance.

Represent the City and work closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff.

Coordinate the preparation of a wide variety of reports or presentations for City management or outside agencies.

Administer and supervise the department.

Direct the development of management systems, procedures, and standards for program evaluation; monitor developments related to delegated service area; evaluate the impact on City operations and implement policy and procedural improvements; responsible for advice, maintenance, and recommendations related to urban development and the City's General Plan.

Perform related duties as assigned

Skills/Abilities:

Plan, organize, assign, direct, review and evaluate the work of staff.

Select and motivate staff and provide for his/her training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Understand, interpret, explain, and apply complex city, state, and federal laws regulating community development programs and projects.

Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective course of action.

Prepare clear and concise reports, correspondence, and other written materials.

Exercise sound independent judgment within general policy guidelines.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision.

Principles, practices, and programs related to community and urban development.

Applicable city, state, and federal laws, guidelines, and standards, affecting the administration of community development programs and projects.

Funding sources impacting program and service development.

Social, political, and environmental issues influencing program administration.

Principles and practices of contract administration and evaluation.

Principles and practices of business computer user applications.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in urban planning, business or public administration, or a closely related field. A Master's degree is highly desirable.

Experience:

Two years of management or supervisory experience in planning and community development including program planning, development, and administration. Experience in working with citizen organizations is desirable.

Other Requirements:

Possession of a valid California Class C driver's license.

May require attendance at meetings, conferences, and seminars during work and non-work hours.

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Department: Community Development
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