



DIRECTOR OF COMMUNITY DEVELOPMENT

Definition:

Under the direction of the City Manager, organizes and directs programs and activities of the Economic Development/Redevelopment, Planning, Building and Safety, Field Services, and/or Engineering/Public Works divisions and serves as the staff liaison to various Commissions and committees, as needed.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops, implements, and monitors short and long-term plans, goals, and objectives focused on achieving the City's economic development and redevelopment needs, in alignment with the City's advanced and current planning philosophy and with conformity to applicable building codes.
2. Participates in the development and administration of the department budget.
3. Develops and reviews ordinances, resolutions, and staff reports related to various divisions; presents reports to the Planning Commission, City Council, and other Commissions and/org committees.
4. Perform complex administrative and professional tasks related to all aspects of the City's economic and redevelopment programs.
5. Plans, organizes, and evaluates the work of the department's staff and contract personnel.
6. Reviews and analyzes pro formas, appraisals, and other documents, and negotiates with developers and property owners concerning economic development/redevelopment assistance to projects, including commercial, retail, and affordable housing.
7. Directs and participates in the preparation of complex reports and projects; participates in presentations interpreting or explaining City policies or procedures.
8. Establishes and maintains liaisons with appropriate government bodies, private firms and developers, and/or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
9. Keeps abreast of federal, state, regional, special district, and county activities and policies affecting municipal developments, alerts officials to changes or new programs, and assists in evaluating proper City actions, responses, and policies.
10. Performs a variety of public relations and outreach work related to economic development, redevelopment, and planning activities.
11. Attends evening and weekend events and/or meetings.
12. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of public administration, organization, and management.
- Principles of personnel management, supervision, training, and evaluation.
- Budget techniques.
- Marketing and public relations principles and techniques.
- Recycling/conservation and maintenance management principles and trends.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

Skill and Ability to:

- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Evaluate effectiveness of community services and assist in setting goals and priorities for program delivery, revision or elimination.
- Make decisions at the department head level.
- Be a team player and understand the benefits of supporting other City departments.
- Be flexible, creative, and results-oriented.
- Comprehend major policy, operational, and personnel problems and draw valid conclusions.
- Interact effectively with the City Council, City Manager, management team, City employees, and a wide variety of citizen constituents.
- Supervise, evaluate, and direct assigned staff, professional personnel.
- Initiate, negotiate, and/or review complex development proposals.
- Establish and maintain cooperative working relationship with representatives of other agencies, the public, and all levels of staff and management.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information and maintain records.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Master's degree from an accredited college or university with major course work in Public Administration, Management, Planning, Economics, Engineering or a related field, and eight to ten years of progressively responsible experience in local government in a directly applicable fields, with five of those years in a supervisory/management capacity.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- Required to attend periodic evening/weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings and weekends.