

Salary Schedule	MOU	Benefits
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COMMUNITY DEVELOPMENT DIRECTOR

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DEFINITION

Under general direction, functions as the administrative head of the Community Development Department; organizes, directs, and controls the City's economic development, planning, redevelopment, and building regulation activities and functions. Performs other related work as required. Positions assigned to this classification are Civil Service Exempt.

DISTINGUISHING FEATURES

This is a single-position classification at the top management level. The Community Development Director is appointed by and reports directly to the City Manager, or his/her designee, is a member of the City's top management team, and is responsible for economic development, planning, redevelopment and building regulation operations. Various related development, administrative and operational functions within the organization may be assigned to the department depending on the needs and priorities of the City.

EXAMPLES OF DUTIES

1. Establishes the mission of the Community Development Department through and in response to the assessment of City needs and priorities.
2. Directs and participates in the development of goals, objectives, policies and procedures for Community Development.
3. Plans, directs, supervises and coordinates activities of Community Development personnel.
4. Plans and directs comprehensive Community Development programs and services.
5. Organizes, directs, and controls the City's economic development activities, including business recruitment, job development, and business expansion and retention; develops and directs marketing efforts, activities and strategies designed to promote the City as a business destination; plans, schedules and carries out economic development program activities including initial planning, feasibility determination, community involvement and acceptance, implementation with project timetables, and review and evaluation.
6. Administers and coordinates development disposition, including developer selection and negotiation, owner participation agreement negotiation, relocation assistance, and other real estate transactions.
7. Oversees management of the City's redevelopment agency.
8. Organizes, directs, and controls all planning, zoning, and building regulation activities and services, including development review, environmental impact, land use, amendment to and implementation of the General Plan, plan checking, building inspection, code compliance, and the permit center.
9. Ensures compliance with legislative, regulatory and judicial mandates, regulations and professional standards.
10. Provides staff support to assigned boards and commissions including the Planning Board, Historical Advisory Board, Social Services Human Relations Board, Housing and Building Code Hearings and Appeals Board, and Economic Development Commission.
11. Confers with other departments, agencies, public officials, governmental agencies, residents, and public and community-based organizations regarding Community Development related issues; makes presentations on Community Development projects, programs, activities, and services.
12. Participates in City management staff meetings with other Department Heads; discusses and reviews overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general Citywide impact.
13. Oversees preparation and administration of operating and capital budgets, and funding programs and sources.
14. Responsible for the supervision, training and evaluation of Community Development personnel.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four-year college or university with major course work in economics, urban planning, business or public administration, or a related field. A related advanced degree is desirable.

Experience: Ten years of broad and extensive experience in the major phases of economic development, municipal planning, and/or community development, at least a significant portion of which shall have involved

responsible public sector management experience.

Knowledge

Knowledge of principles and practices of economic development, redevelopment, urban planning, land development/infrastructure planning, zoning, land use, and building regulation in the public sector; financial techniques, practices and procedures relating to real estate, business, and industrial development; applicable federal, state, and local laws and regulations; municipal government organization and operations;.

Ability

Ability to effectively and efficiently plan, organize and direct economic development, planning, redevelopment, and building services activities; review and interpret planning, zoning, land development/infrastructure and building inspection programs and plans; demonstrate effective leadership; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply complex rules, regulations, laws and ordinances; issue instructions, directions and orders; analyze situations and make quick decisions requiring sound judgment; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; communicate effectively; maintain a positive customer service attitude; exercise independent judgment; work effectively with business leaders, financial institutions, citizen groups and department managers in interdepartmental and diverse team environments; and establish and maintain effective working relationships with employees, public officials, community organizations, representatives from other agencies, the business community and potential business parties, and the general public.

Other Requirements

May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.