

**ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR**

=====

**DEFINITION**

Under general direction, plans, organizes, directs and manages assigned activities within the Community Development Department; manages the City's real estate assets; coordinates operations with City departments, outside agencies and consultants while ensuring compliance with all applicable regulatory, operational, procedural and budget guidelines; performs and other related work as required.

**DISTINGUISHING FEATURES**

Work in this class is characterized by exercising a broad range of independence within policy parameters and performance of responsible and innovative administrative management support of the City's goals and objectives. It is distinguished from lower classifications by its oversight of, and leadership role in, overall department operations, with a focus on real estate management and special projects. It is distinguished from the Community Development Director who assumes direct leadership responsibility for all aspects of the Community Development Department.

**EXAMPLES OF DUTIES**

1. Assists the Community Development Director in the overall management of the Community Development Department, including coordinating special projects; develops, plans and implements goals and objectives of economic development activities, planning and zoning activities; and building regulation activities and services; recommends and administers policies and procedures.
2. Coordinates assigned activities within the Community Development Department and with those of other departments, consultants, and outside agencies and organizations; confers with and serves as liaison to other departments, agencies, public officials, professional groups, residents, and public and community-based organizations; makes presentations, provides information and assistance regarding Community Development matters, policies and procedures; investigates and resolves problems including difficult and sensitive inquiries and complaints.
3. Manages, directs, organizes, and ensures provision of responsive, cost effective, innovative and proactive Community Development programs and services; participates in the development and administration of contracts and other agreements.
4. Participates in the development of the department's work plan and assignment of work activities, priorities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures for overall effectiveness and develops new programmatic approaches.
5. Coordinates and directs the work of, and serves as mentor to, Community Development professionals and other assigned staff; provides leadership in team building, responsible decision-making and problem-solving; works with staff to identify and resolve problems and correct deficiencies; identifies training needs and provides or coordinates staff training.
6. Directs, manages and performs special projects; administers and performs general and specialized Community Development activities.
7. Interprets, applies and ensures compliance with various federal, state and local laws, regulations and ordinances; directs research, compilation, preparation, review and analysis of various routine and comprehensive studies.
8. Supervises and coordinates preparation of agendas and compilation of required reports and documents; reviews notices, minutes and other materials; manages board, commission and committee activities; prepares and presents reports to the City Council.
9. Provides and coordinates staff and technical assistance to the City Manager, the Community Development Director, the City Council and to various other boards, commissions, committees and professional groups.
10. Serves as acting department head as required.
11. Participates in the development and administration of the Community Development Department budget including operating and capital budgets and funding programs, grants, contracts and other agreements.
12. Supervises, trains and evaluates assigned staff.

## **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 business or public administration, planning, urban studies, or a related field. Possession of a related Master's degree is desirable.

Experience: Seven years of broad management and supervisory experience in Community Development or public agency management and administration.

### Knowledge

Knowledge of the principles and practices of modern municipal Community Development administration as applied to diversified Community Development programs, services and activities including economic development, urban planning, land development/infrastructure planning, zoning, land use, and building regulation in the public sector; federal, state and local laws, codes, regulations and safety orders applicable to municipal Community Development operations; financial techniques, practices and procedures relating to real estate, business, and industrial development; complex spreadsheets and database applications; municipal government organization and operations; technical and legal considerations relevant to Community Development administration; and methods of identifying and resolving problems in respect to staffing, budgeting, supervision, training and employee relations.

Ability to effectively manage, coordinate and control all assigned Community Development administration activities, functions and services; develop and implement comprehensive, innovative and cost-effective Community Development services, programs, functions and activities; manage multiple complex projects simultaneously; plan, coordinate and direct assigned staff, activities, projects and programs; demonstrate effective leadership and gain consensus and support; 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; interpret and apply relevant federal, state and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise and comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees, public officials, consultants, contractors, other departments, community and professional organizations, other agencies, and the general public; supervise, train and evaluate assigned staff.

### Other Requirements

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