

DIRECTOR OF COMMUNITY DEVELOPMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including Building Inspection, Planning and Housing; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume full management responsibility for all Community Development Department services and activities.
2. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
5. Plan, direct, and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
6. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
8. Conduct and supervise planning studies for current and advanced planning projects; direct the development and enforcement of the City's general plan, zoning, subdivision, building inspection, housing, and environmental regulations and ordinances.
9. Oversee the analysis of plans and the review and preparation of recommendations on all commercial, industrial and residential development projects for compliance with the City's goals and policies, regulations, and standards; coordinate the processing of all planning projects through project completion; consult with developers, engineers, architects, outside agencies, and others regarding proposed development plans.
10. Perform technical duties related to planning and zoning activities; prepare related documentation including plans, requests for proposal, and permits.

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11. Coordinate procedures for developing and implementing an efficient project review and project permitting process among the department divisions, as well as with affected outside agencies.
12. Direct the preparation of agenda items for the City Council, Planning Commission, committees, commissions and boards involved in land use, development activities.
13. Participate in area-wide and regional groups and agencies concerning growth, development and environmental quality.
14. Direct and review the work of contract consultants.
15. Research and review procedures, codes, and general plan issues related to development proposals for compliance to relevant laws and procedures.
16. Provide staff assistance to the City Manager; provide technical and administrative support to the Planning Commission; prepare and present staff reports and other necessary correspondence.
17. Represent the Community Development Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
18. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Participate on a variety of boards, commissions, and committees.
20. Attend and participate in professional group meetings; maintain awareness of new trends and developments; incorporate new developments as appropriate.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Advanced principles and practices of community development; including urban and regional planning.

Principles and procedures of building inspection and code enforcement.

Principles and practices of the Uniform Building Code, plumbing, mechanical and electrical codes.

Applicable federal, state, and local laws, codes, ordinances, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices of municipal organization, administration and personnel management, and municipal budget development and administration.

Effective public speaking, conflict resolution, and excellent customer service.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, organize, direct and control department administration and operations.
Understand, interpret and communicate complex state and federal regulations, laws, codes, and policies.
Plan, initiate, direct and complete complex and simultaneous work assignments, set priorities and organize work to meet deadlines.
Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Read and interpret design/technical specifications and drawings.
Develop and implement department goals, policies, and procedures.
Select, supervise, train, and evaluate staff.
Gain cooperation through discussion and persuasion.
Demonstrate tact and diplomacy.
Prepare and administer a department budget.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Interpret and apply City policies, procedures, rules and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in planning, architecture, geography, public administration, construction management, or a related field.

Experience:

Five years of increasingly responsible experience in community development, municipal planning, infrastructure planning, and land development, including two years of management and administrative responsibility.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting, with occasional travel from site to site and exposure to all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to occasionally travel from site to site; and to verbally communicate to exchange information.

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Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Unrepresented - Department Head

FLSA Status: Exempt

June, 2007

October, 2012

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Director of Community Development position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.