



City Hall
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FLSA: EXEMPT

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under general administrative direction of the Development Services Director, to plan, direct, manage, and oversee the functions, programs, and operations of the Development Services Department including planning, building, code compliance, and administrative staff; to supervise the work of department and contracted staff in the performance of complex and advanced professional duties and responsibilities supporting the City's current and advanced planning functions; to supervise long-term and complex assignments with responsibility for project development, setting of priorities, developing time lines, evaluating work assigned to staff, and assuring quality and accuracy of Departmental output; to serve as liaison and provide assistance and information to applicants, developers, consultants, the general public, other City departments, and outside organizations and agencies regarding City codes, policies, standards, and processes; to provide highly responsible and complex administrative support to the Development Services Director; and to serve as the acting Director as needed in the absence of the Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Development Services Director. Exercises general and direct supervision over professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Management Deputy Director classification that oversees, directs, and participates in all activities of the Development Services Department, including short and long-term planning, development, and administration of departmental policies, procedures and services. This class provides assistance to the Development Services Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversee the provision of Development Services Department service and activities including managing permit processing and development review procedures, staff representation for advisory Boards and Commissions and City Council, preparing and presenting high-level reports and other

necessary correspondence; review and recommend changes to procedures to reflect local policies and changes in State regulations.

- Oversee staff involved in the Development Services Department; plan and organize multiple tasks and assignments; select, train, assign, evaluate, and discipline subordinate staff.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Assist in the preparation and monitoring of the Development Services Department budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies.
- Direct, coordinate and review the work plan for assigned professional planning services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate services and staffing levels; meet with staff to identify and resolve problems.
- Administer local zoning, subdivision, code enforcement and land use and development regulations for the City, including interpretation and application of local ordinances and development of implementation policies and procedures.
- Coordinate development review and permit processing procedures with other City departments and governmental agencies in accordance with local, State and Federal requirements.
- Communicate effectively and serve as the liaison with other staff, departments, the public, outside agencies, the business and development communities, Boards, Commissions, and City Council; with other divisions, departments and outside agencies; promote and maintain effective business relationships with the housing and development community; negotiate and resolve sensitive and controversial issues.
- May direct and oversee the development and implementation of public outreach activities; oversee and participate in a variety of public relations, outreach, and educational work related to the Development Services Department and its services and activities.
- May participate and/or manage negotiations and agreements for property development.
- May participate in contract administration, oversight, direct, and accountability for the use of professional services needed to support staff and projects including project scoping, selection, contract development, and implementation in accordance with City policies and procedures.
- Coordinate and budget for periodic updates to the City's General Plan mandatory and optional elements, including the City's Housing element and the City's Community Health & Wellness element. Monitor the progress of compliance with the City's Climate Action Plan and seek out technical assistance from outside sources as needed.
- Manage the City's "Art In Public Places Program", oversee "Successor Agency" land sales transactions, and provide technical support to the City's grants administrator and the City's economic development department functions as requested.
- Prepare and administer revisions to planning and zoning regulations; analyze and recommend action on all types of development entitlement and other applications, including but not limited to subdivisions, zone changes, zoning and general plan amendments, specific plans, planned developments, variances, and conditional use permits; administer and enforce zoning and planning regulations.
- Prepare and review environmental impact reports or initial studies; manage contracts for preparation of environmental studies by consultants; supervise long-term environmental planning functions.
- Prepare official population estimates and projections, housing statistics and economic studies; maintain basic information and statistical data bases for the City; report such data on housing and population to State and Federal agencies as required for the City.
- May represent the City on regional advisory boards and committees involving multi-agency issues such as regional growth and environmental management.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in current and advanced planning, economic development, redevelopment.

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Performs duties of a disaster services worker in event of emergency.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Methods, procedures and processes used in code compliance programs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of community development programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community development programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban or regional planning, architecture, public administration, or a related field considered useful in urban planning, redevelopment, and building codes administration. A Master's degree in a related field, and American Institute of Certified Planners Certificate (AICP) are strongly desired. Five (5) years of progressive, increasingly responsible experience in municipal planning, building, architecture, engineering or constructions technology, including two (2) years of administrative and supervisory responsibility at the local government level. California Environmental Quality Act (CEQA) experience is strongly desired.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.