

City of Grass Valley  
JOB DESCRIPTION



Community Development Director

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Department: Community Development Director

FLSA Status: Exempt

Reports To: City Manager

Unit: Contract (At Will)

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**SUMMARY OF JOB PURPOSE** *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.*

This is a full-time, salaried, executive level position in the Community Development Department. The Community Development Director is the manager of the Community Development Department, serving at the pleasure of the City Manager on a contract basis (at will), and receives administrative direction from the City Manager.

Under the administrative direction of the City Manager, this position plans, directs, manages and evaluates the activities, operations, and staff of the Community Development Department; provides expert professional assistance and support to the City Manager, City Council, Planning Commission and Department Heads. The Community Development Director coordinates activities with other City officials, departments, outside agencies, contractors, organizations and the public; establishes department goals, objectives, policies and procedures; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The Director of Development Services is the Department Head level class responsible for the overall operation of the City's Development Services Department, including Planning, Building Services and Housing operations. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

**ESSENTIAL FUNCTIONS** *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.*

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This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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1. Directs and participates in all advanced and current planning, building, housing and design review activities for the City; directs and participates in the maintenance and update of the City's General Plan.
2. Plans, organizes, assigns, directs, reviews and evaluates the activities, operations, and staff within the Community Development Department, including Planning, Building and Code Compliance.
3. Responsible for overseeing development plans, building inspections and permits, code enforcement, environmental studies and the housing programs.
4. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department.
5. Confers with and provides professional assistance to City staff members on Community Development matters.
6. Establishes, within City policy, appropriate service and staffing levels; allocates resources accordingly.
7. Plans, directs and coordinates, through subordinate managers, the department's work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.
8. Directs building plan review and inspection activities.
9. Reviews and prepares recommendations on all commercial, industrial and residential developments and redevelopment projects; coordinates the processing of all Community Development planning projects through project completion; consults with developers, engineers, architects, outside agencies and others regarding proposed development plans.
10. Coordinates procedures for developing and implementing an efficient project review and project permitting process among the two divisions, as well as with affected outside agencies.
11. Analyzes plans for major development projects for compliance with the City's goals and policies, regulations and standards, and General Plan; reviews plans and studies that affect the City of Grass Valley and projects within surrounding jurisdictions or those proposed by other regional agencies.

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12. Periodically prepares and/or coordinates the preparation of environmental assessments and impact reports; makes recommendations on the impacts and mitigation measures for major development projects.
  13. Conducts special planning, zoning, annexation and environmental studies; prepares related reports.
  14. Administers the City's zoning, subdivision and other land use ordinances and policies; prepares recommendations for revisions of such ordinances to conform to community characteristics and needs.
  15. Participates in various professional organizations, and serves on various boards, commissions and committees; attends civic and other community organizations to explain and promote the activities and functions of the department and to establish favorable public relations.
  16. Stays abreast of legislation, new trends and innovations in the areas of responsibility.
  17. Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff.
  18. Attends and makes presentations at council, interagency, committee and other meetings and conferences.
  19. Directs, prepares, and oversees the preparation of a wide variety of reports and presentations to the City Council, City Executive Team and outside agencies; reviews press releases and materials for dissemination to the media and public.
  20. Provides high level research, analysis and recommendations to the City Manager, Planning Commission and/or City Council on matters relating to policy development, strategies, management planning, project management, departmental, intergovernmental and community problems.
  21. Works with community organizations citizen groups in developing and implementing programs to achieve City priorities and solve problems in areas of assignment.
  22. Prepares and reviews City Council and/or Planning Commission agenda reports, follows up on policy concerns prior to meetings.
  23. Plans, directs, coordinates and implements Code Compliance actions; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems, may take the lead in managing more complex code enforcement cases.

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- 24. Manages multiple State and Federal grants.
- 25. Manages consultants that provide specific service to the City related to community development.

**KNOWLEDGE, SKILLS AND ABILITIES:** *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:**

- 1. Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision.
- 2. City organization and functions; pertinent local, State, and Federal laws, ordinances and rules.
- 3. Principles and practices of program development and administration.
- 4. Practices of contract negotiation, preparation and administration.
- 5. Principles and practices of computer-based project management and project scheduling.
- 6. Principles and practices of leadership, team building and conflict resolution.
- 7. Community Development Block Grants.
- 8. Principles, practices, policies, and procedures of redevelopment and municipal housing rehabilitation programs.
- 9. Methods and techniques of marketing, advertising, media relations and public relations.
- 10. English usage, spelling, grammar and punctuation.
- 11. Modern office practices and technology including personal computer hardware and software.

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**Ability to:**

1. Plan, organize, assign, direct, review, and evaluate the activities, operations and staff of the Community Development Department.
2. Select, train, motivate and evaluate staff.
3. Develop, implement, and interpret goals, objectives, policies, procedures and work standards.
4. Analyze complex problems, evaluate alternatives and make sound recommendations related to Community Development Department activities.
5. Analyze department support needs and ensure prompt and efficient delivery of service, materials and supplies.
6. Interpret, apply and ensure project compliance with applicable federal, state and local policies, procedures, laws, regulations, codes and ordinances.
7. Develop plans, schedules, specifications and cost estimates for assigned projects; read and interpret design/technical specifications and drawings.
8. Negotiate and administer service contracts.
9. Use and apply principles and practices of budget preparation, financial principles and administration.
10. Prepare clear, concise and accurate reports, correspondence and other written materials including bids and financial information.
11. Establish maintain and foster positive and harmonious working relationships with those contacted in the course of work.
12. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
13. Use computer technology and applications in the performance of daily activities.
14. Meet the physical requirements to safely and effectively perform assigned duties.

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**Minimum Qualifications:**

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

1. Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, urban or urban planning or a closely related field AND six (6) years of progressively responsible experience in regional planning or community development, including at least three (3) years of management experience.
2. A Master's Degree in public administration, business administration, urban or regional planning, engineering, or a closely related field is highly desirable.

**GENERAL QUALIFICATIONS**

**License Requirements**

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements**

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

**Working Conditions**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confined

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workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures. The incumbent may be required to work various shifts on evenings, weekends and holidays, and participate in after-hours on-call assignments.

**GENERAL**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted:

Revised: