



MARCH 2025
FLSA: EXEMPT

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Community Development Department, including planning, permitting, building inspection, code compliance, property management, housing and other programs, and special projects; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex, professional assistance to the City Administrator and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Administrator. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning, development and administration of departmental policies, procedures, and services. This class serves as the City's professional expert on all matters related to the activities of the Department. Successful performance of the work requires knowledge of public policy, municipal functions and activities 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights 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.

- Assumes full management responsibility for all Community Development Department programs, services, and activities, including planning, permitting, and special projects.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and the City needs related to the physical and economic development; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Meets with developers, engineers, business owners, property owners, contractors, and other agencies to discuss merits and concerns of development proposals; provides various parties with guidance on how to proceed; oversees negotiations and agreements regarding environment-related issues, rights-of-way, and open space easements, and financial participation; discusses status of development projects with applicants.
- Oversees activities of the Successor Agency of the former Redevelopment Agency; keeps abreast of related state laws and regulations.
- Prepare consultant requests for proposals for professional services and advertising and bid processes City construction projects; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Writes and administers local, state, and federal grants; manage grant funded projects and programs; ensures compliance with grant requirements.
- Directs, coordinates and reviews amendments to the General Plan; provides general plan and code interpretation as needed; provides analysis, recommendations, and implementation of policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes, subdivision matters, applications and all other planning related matters.
- Plans, manages, and oversees various operations, and activities of the City including, but not limited to, the Farmers Market and Dragoon Gulch Trail.
- Represents the department to other City departments, elected officials, and outside agencies including the City Council and Planning Commission; serves as Secretary for the Planning Commission; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in and makes presentations to the City Council, Planning Commission, and a variety of committees, boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of community development and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations and technology that may affect office operations; drafts recommendations for code and/or ordinance changes or standards.
- Maintains and directs the maintenance of working and official division files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of planning projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and techniques of conducting site planning, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.

- Public agency budget development, contract and grant administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, and planning regulations, natural resource protection, and environmental laws.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility including the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
- 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 and city planning.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of eliciting community participation in planning and development issues.
- 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 planning department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of assigned personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Initiate solicitations, including requests for proposal to provide materials and services; coordinate and participate in the evaluation of submittals; negotiate and execute contracts; prepare and submit agenda items for contract approval; administer and manage contracts ensuring compliance with all requirements.
- Effectively administer a variety of community development programs, projects and activities.
- Write and administer grants and implement various state and federal project/programs including Caltrans funded projects.
- 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.
- Operate office equipment and computer applications related to the work.
- 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 effective working relationships with those contacted in the course of work.

Education and Experience:

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:

An associate's degree in planning, economics or related field is required. A minimum of seven (7) years of management and/or administrative experience in community development, land use planning, and project administration, including supervisory experience. A bachelor's degree from an accredited college or university with major course work in land use planning, geography, architecture, landscape architecture, public administration, economics, environmental studies, engineering, business management or closely related courses is preferred.

License and Certification:

- Possession of a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Work is performed in an office environment and in the field. The office environment requires the mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. 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. The field work requires light physical effort and the agility to inspect temporary, unfinished, construction sites and access points.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours.