

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, plans, directs and manages a variety of City operations and business services including engineering, building, planning, redevelopment, field services, and airport operations; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Plans, organizes and manages such City operations as planning, community development, redevelopment, airport, building and engineering activities in addition to field services which include refuse collection, sewer, street, water utility, wastewater treatment, and equipment maintenance.
2. Implements City policy and applicable laws relating to planning, development, engineering, building, airport and field services including laboratory services; serves as the City's Chief Building Official.
3. Supervises management employees responsible for operational activities and administrative support staff.
4. Provides staff assistance to the City Manager in conducting and presenting administrative studies; prepares and monitors the department's annual budget that includes general and enterprise funds; prepares and recommends funding sources for the long range capital improvement plans; prepares and presents reports on a variety of disciplines verbally and in writing.
5. Investigates and resolves complaints regarding subordinate activities and personnel; acts as source of information for City planning, engineering, field services, airport and redevelopment.
6. Serves as a member of the City's management team; serves on the management team for meet and confer sessions; may participate in administrative studies in areas outside the scope of regular duties; represents the City on local water boards.
7. May be assigned additional professional/managerial duties as necessary.

8. Represents and supports the policies and procedures established by the City Council and City Manager.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree in planning, engineering and/or business/public administration and five years of managerial experience which included responsibility in engineering, planning, field services and/or community development or any combination of training and experience that provides the desired knowledge and abilities. A Master's degree in public administration or a related field is desirable.

Knowledge of:

Theories, principles, methods and techniques of management, supervision and operation; operations and work methods typical of the functional areas describe above including budgeting and administration; principles and practices of municipal planning, engineering, building, redevelopment and community development; field service operations; practices and theories of economic development.

Ability to:

Manage diverse operational activities; supervise employees including subordinate managers; understand and follow verbal and written directions; analyze unusual situations and resolve through application of City policy; develop comprehensive plans to satisfy future needs of department service; establish and maintain cooperative working relationships; communicate effectively, both verbally and in writing; deal with conflict situations and direct effective resolution; establish and maintain effective working relationships with City officials, outside agencies and the general public.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of object up to 25 lbs. such as files, stacks of paper, other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on a daily basis. Some travel by car may be required to attend meetings outside normal business hours. Long hours including evenings and weekends are frequently required.