



Director of Community Development/Assistant City Manager

Bargaining Group: Management
Established: September 2004
Revised Date: March 2021

DEFINITION

Under general direction, administers the activities of the Building, Engineering, and Planning Divisions. Develops plans, goals and objectives for the Department; advises the City Manager on matters pertaining to departmental functions; contributes to overall City management as a member of the City's Executive Team; provides highly complex administrative support to the City Manager; may serve as acting City Manager; and performs related work as required.

EQUIPMENT, METHODS & GUIDELINES

Knowledge and application of:

- Federal, State, and local laws, policies, and procedures and practices;
- Statistical data;
- Planning, building and public works principles and practices; and

Use of:

- Personal vehicle for work activities;
- City vehicles as needed; and
- Phone, PC (including advanced Microsoft Outlook, Word, Excel, PowerPoint, mapping software, and Accela Automation), printer, copier, and various resource materials.

WORKING CONDITIONS

Working conditions include:

- Indoor work primarily in a professional office environment;
- Driving a vehicle to visit local sites and conduct field inspections;
- Occasional seminar and conference travel; and
- Frequent attendance at meetings, including City Council, Planning Commission, and other Commission meetings that are conducted during evenings.

PHYSICAL DEMANDS

The work requires:

- Physical mobility, speech, hearing, vision; and
- Ability to personally communicate with individuals and groups.

SUPERVISION RECEIVED AND EXERCISED

The Director receives administrative direction from the City Manager. He/she directly supervises professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Keeps the City Manager and City Council advised on departmental activities through oral and written reports;
- Provide leadership and direction for the encouragement and execution of excellent customer service by staff throughout the entire the department;
- Act or delegate responsibility for the City Planner, Zoning Administrator, City Engineer, Traffic Engineer;
- Perform related duties as required by Federal, State, and local laws;
- Plan, direct, and coordinate the work activities of the various Divisions, and coordinate with other City departments and outside agencies;
- Implement all Department goals, objectives, policies, and programs;
- Confer with and direct the staff regarding the design and construction of Planning, Building, and Engineering systems;
- Direct, and review the design and construction of the City's street and drainage structures;
- Represent the City in development and land use matters;
- Select, supervise, coordinate, and evaluate consultant services;
- Encourage customer-centered problem solving;
- Prepare agenda items for the City Council, Planning Commission, and other committees, commissions and boards;
- Review plans, reports, budgets, and ordinances prepared by department staff and consultants;
- Serve as technical advisor to the City Manager and City Council on departmental matters;
- Resolve personnel issues;
- Train and evaluate staff; and
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Thorough knowledge of the theories, principles and practices of public administration, especially as it relates to community development activities;
- Principles and practices of urban planning;
- Principles and practices of engineering as applied to the design and construction of public and private facilities;
- Principles and practices of professional administration and management;
- Principles of leadership, effective supervision, and the development, evaluation and supervision of staff; and
- Principles of effective public presentation.

Ability to:

- Plan, organize, assign, and direct the work of professional, technical and clerical personnel in an efficient and productive manner;
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls to meet current and future needs for departmental services;
- Make effective oral and written presentations in a clear, concise and understandable manner;
- Recognize and deal with newly emerging changes in public works and urban planning;

- Analyze complex problems and make timely decisions;
- Establish and maintain, effective relationships with the City officials, other governmental agencies, and the community; and
- Hold staff responsible and accountable for completion of individual annual goals and objectives.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

- Five years of progressively responsible professional experience in community development, planning, and municipal engineering, including two years in a supervisory capacity.

Education

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, public administration, civil engineering or a closely related field including public administration. Possession of a Master's degree is highly desirable.

LICENSE AND/OR CERTIFICATES

- Possession of a certificate of registration as a professional civil engineer in the State of California is desirable.
- Possession of a surveyor's license in the State of California is desirable.
- Possession of a California driver's license and satisfactory driving record is required.