

COMMUNITY DEVELOPMENT DIRECTOR

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.

DESCRIPTION

Under general administrative direction, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of advanced and current planning, environmental review and zoning enforcement; plans, organizes, supervises, directs, reviews and participates in the work of professional, technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Community Development Department to include planning and building functions; makes recommendations to the City Council and Planning Commission on planning and building issues; provides information to developers and others on City codes and regulations relating to land use; acts as Secretary to the Planning Commission and Design Review Committee; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Community Development Director is a department head who exercises full responsibility for planning, organizing and directing the work activities of the Community Development Department staff. This class acts as liaison to the Planning Commission. Directly oversees functions of the Building and Safety Division and Code Compliance. This classification is distinguished from the next lower classifications by performance of overall management responsibilities of the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. Exercises direct supervision over professional, technical and/or clerical staff.

ESSENTIAL FUNCTIONS - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, directs and coordinates all Community Development Department activities including advance and current planning, zoning enforcement activities, prepares and administers the Department budget.
- Develops and implements procedures for the processing of work; analyzes proposed projects and prepares staff reports including recommendations on actions to be taken and related justification; confers with developers and citizens on proposed projects and gives direction and advice on how to gain compliance with City policies, codes and regulations.
- Selects, supervises and evaluates work of consultants and integrates consultants' work into the department work program.
- Reviews community growth patterns, trends in land use, community needs and other factors in originating recommendations for controlling and regulating community development.
- Serves as secretary and provides administrative support for the Planning Commission, and Design Review and Development Review Committees; makes presentations to the City Council and Planning Commission and other groups concerning planning projects; prepares or directs the preparation of detailed studies related to proposed developments; conducts general administrative projects concerning matters outside the scope of the planning function as needed.

CITY OF HERCULES

- Coordinates planning activities with those of other City departments and outside agencies; addresses public complaints regarding land use and planning activities.
- Presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving advance, current and transportation planning objectives; develops, implements and maintains a sound general plan; conducts comprehensive housing, transportation, environmental and land use planning; directs current planning activities including the City's development review process involving zoning, development applications, subdivisions, historic architectural preservation, environmental review, design review activities, transportation demand management; coordination of planning staff, and inter-jurisdictional coordination of transportation programs.
- Reviews, analyzes and develops projects and determines project priorities and scheduling; estimates personnel, resources and time required for project completion.
- Monitors complex projects as they proceed through the permit process and investigates complaints about current planning operations.
- Directs, reviews and evaluates the work of assigned staff; selects, evaluates and trains professional and support staff; recommends disciplinary actions as needed.
- Supervises professional work associated with the comprehensive general plan, area plans, historic architectural preservation ordinance, design review ordinance, and other applicable planning areas, environmental impact reports, capital improvements plans, transportation plans, and the Planning Commission and City Council.
- Makes decisions within specified limits regarding land use, transportation and zoning matters; provides staff and technical assistance to the Planning Commission and other boards and commissions; acts as a secretary to one or more of these boards or commissions.
- Prepares complete, accurate and concise written technical reports and correspondence; makes presentations before the City Council, commissions, committees, community groups, boards and governmental bodies.
- Stays informed of current trends in the planning and/or transportation fields including legislation, court rulings, and professional practices and techniques; evaluates impact upon City operations and recommends policy and procedural improvements.
- Meets with representatives, professionals, citizens, neighborhood groups and other organizations to encourage action or resolve problems related to the department's activities and projects.
- Evaluates Department staff arrangements, staffing levels, and work assignments and makes necessary recommendations to the City Manager; sets performance standards for Department staff and evaluates performance.
- Maintains contact with all persons affected or interested in the City's planning and development including developers, consultants, City advisory and policy-making bodies, and residents; communicates planning policies to influence acceptance by the City of given projects.
- Administers the City's planning activities and performs final review of major planning policy recommendations; applies modern urban planning concepts and principles in providing advice and assistance to City officials, City commissioners and staff.
- Interfaces with the City Manager regarding communications and meetings.
- Prepares, monitors, and administers the Department's comprehensive budget.
- Researches, analyzes and makes recommendations on legislation impacting planning matters at the local level.
- Coordinates and performs preliminary negotiations on lease contracts.
- Sets up project billing accounts for large projects to track and bill for large scale projects.
- Writes various requests for proposals for a variety of work scopes; reviews, rates, and ranks proposals; drafts award contracts, tracks and prepares appropriate billings and fee collection and oversees implementation within contract perimeters.
- Resolves differences in the field between developers and contract building staff.

- Coordinates code compliance activities across departments and formulates efficient ways to carry out duties.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of

- Principles, practices, standards, information sources and trends in the fields of advance, current and/or transportation planning.
- Local, state and federal laws applicable to planning, zoning, subdivision, environmental review and transportation issues.
- Land use, physical design, demographics, environmental, social and economic concepts, and transportation, including public and private financing and capital improvements.
- Application, modification, and the interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function.
- Statistical analysis techniques related to municipal planning.
- Local government organization and the functions and practices of a municipal planning unit.
- Methods and practices of community organization and citizen participation.
- Supervisory principles and practices, including budget, goals and objectives development and work planning and organization.
- Advanced modern theories, principles and practices of City planning.
- Advanced principles and practices of modern organization and management.
- Other City departments, particularly as their operations may relate to City planning.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to

- Plan, organize, assign, review and evaluate the work of assigned staff.
- Perform and coordinate technical aspects of advance, current and/or transportation planning activities, such as the collection and analysis of data, preparation of reports and recommendations pertaining to complex issues.
- Interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend and adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including applying project management techniques.
- Direct the preparation of visual displays, such as maps, graphs and statistical data.
- Prepare clear and concise reports, correspondence and other written materials and make effective oral and written presentations.
- Facilitate meetings with representatives, professionals, citizens and organizations to solve problems.
- Exercise sound, fair and consistent independent judgment within established guidelines.
- Provide technical assistance and staff leadership to various boards and commissions.
- Attend evening or weekend meetings as required.
- Plan, organize and direct the variety of activities found in a progressive city planning function.
- Conduct studies on proposed developments and determine whether they meet City requirements and are in accordance with City policies relating to community development and planning.

- Develop plans designed to maintain departmental efficiency and responsiveness.
- Deal effectively with representatives of the construction industry, developers, consultants and the general public.
- Understand, interpret and apply complex guidelines.
- Make generalizations, evaluations or decisions without immediate supervision.
- Set realistic goals or make plans independently of others and respond appropriately to changes in the work setting.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible administrative and supervisory experience in urban planning or a related field.

Education/Training

A Bachelor's degree from an accredited college or university with major course work in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration or a related field. A Master's degree from an accredited college or university with major course work in a related field is desirable.

Certificates / Licenses / Special Requirements

Possession of a California Driver's License and a satisfactory driving record as determined by the City's policy. American Institute of Certified Planners (AICP) designation is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional outdoor environment; exposure to computer screens.

Physical Conditions:

Regularly required to sit for long periods of time; perform complex tasks; coordinate and analyze various reports and other data; requires precise attainment of set limits, tolerances or standards; regularly involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs; frequently write, grasp, hold, and reach; frequently hear and talk in person and by phone; frequently make decisions and concentrate.

CITY OF HERCULES

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee Signature

Date

Supervisor signature

Date

Revised: July 2018

Unit:

FLSA/Position: