

## CITY OF RIVERBANK

### DIRECTOR OF COMMUNITY DEVELOPMENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under administrative direction, plans, manages, oversees, and directs the operations and services of the Community Development Department, which includes Planning, Code Enforcement, and Building Services operations; coordinates activities with other City officials, departments, outside agencies, contractors, organizations, and the public; establishes department goals, objectives, policies, and procedures; provides highly complex staff assistance to the Planning Commission and the City Council; serves as a technical resource for assigned staff; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Community Development** is the Department Head level class responsible for the overall operation of the City's Community Development Department, including Planning, Code Enforcement, and Building Services 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:** *(include but are not limited to the following)*

- Accepts full responsibility for all Community Development Department activities and services, including Planning, Code Enforcement, and Building and Safety operations; coordinates activities with other City officials, departments, contractors, outside agencies, organizations, and the public; provides highly complex staff assistance to the Planning Commission and the City Council.
- Directs and participates in all advanced and current planning, building, code enforcement, and design review activities for the City; directs and participates in the maintenance and update of the City's General Plan; evaluates projects for consistency with the General Plan, zoning, and subdivision ordinances, and other applicable rules, regulations, and policies; directs building inspection and code compliance activities and ensures compliance with appropriate laws, ordinances, and regulations.
- Develops, implements, and maintains departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

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- Plans, directs, coordinates, and participates in the Department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Administers and oversees the management of a variety of planning and building agreements, contracts, and contractors; ensures compliance with performance and cost agreements; evaluates cost effectiveness of agreements.
- Oversees the selection, training, and evaluation of programs for all Community Development personnel; provides and/or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Serves as liaison with various federal, state, regional, county, city, and special district agencies on City planning related matters; provides responsible and complex staff support to the City Council, City Manager, and Planning Commission; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Community Development activities.
- Prepares, manages and coordinates the development of the Community Development budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning, building inspection, code enforcement, and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the Department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Director of Community Development**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible experience in urban or regional planning, including three years in a supervisory or management capacity, and a bachelor's degree in urban or regional planning, public administration, or related field.

**License/Certificate:**

Possession of, or the ability to obtain, a valid California Class C driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, and techniques of current and future planning, building, and safety, and community development; California regulations relating to subdivisions, annexations, zoning, and land use; physical design, demographic, environmental, economic, and social concepts as applied to municipal planning and community development; contract negotiation and administration; technological advances in land use planning; principles and practices of program and budget development, administration, and evaluation; methods and techniques of supervision, training, and motivation; basic principles of mathematics; applicable federal, state, and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods, and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct, and perform the duties of the Community Development Department; represent the interests of the City with a variety of boards, committees, commissions, outside agencies, and the public; read and interpret maps, sketches, plans, drawings, specifications, and technical manuals; develop and administer a budget; supervise and participate in the establishment of division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts; coordinate, develop, and conduct training programs for assigned staff; attend evening meetings as required; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles

and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.