

## **CITY OF REEDLEY**

### **COMMUNITY DEVELOPMENT DIRECTOR**

#### **DEFINITION**

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Community Development Department including planning, building inspection, housing, code enforcement, engineering, public works, water, wastewater, streets, and refuse collection services and activities; to serve as staff advisor to the Planning Commission; to serve as City liaison with developers and property owners; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Community Development Department planning, building inspection, housing, code enforcement, engineering, public works, water, wastewater, streets, and refuse collection services and activities.

Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Community Development Department to other City departments, elected officials, and outside agencies; explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate, the Community Development Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manage and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Community Development Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager, City Council, and Planning Commission; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning and building inspection programs, policies, and procedures as appropriate.

Prioritize, assign, and manage all research projects including gathering demographic data and preparing special land use studies.

Serve as professional and technical advisor and provide staff support to the Planning Commission, Building Appeals Board, and the Local Agency Formation Commission on matters related to planning, zoning, and subdivisions; establish items to be placed on the Planning Commission agenda; review drafts of agenda for accuracy and completeness.

Conduct comprehensive reviews of the General Plan and interpret General Plan relationships; initiate General Plan amendments.

Monitor the enforcement of building regulations and subsequent construction, reconstruction, and structural modifications.

Perform field inspections of sites, buildings, and construction to validate compliance with local planning laws and building codes.

Recommend action on requests for variances, conditional use permits, zone changes, and other special requests.

Make the final staff judgment on building code compliance; outline the appeals process through the Board of Appeals.

Ensure complete compliance with the California Environmental Quality Act (CEQA).

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Prepare and review contracts by professionals for consultant work; monitor service contracts associated with assigned areas of responsibility.

Manage the overall function of the public counter and review all forms and information given to the public.

Serve as an expert witness and offer testimony; respond to requests for records and depositions; consult with legal counsel.

Respond to all pertinent proposed legislation; respond to guidelines and the proposed means of implementation.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning and building.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a comprehensive planning, building inspection, water, wastewater, streets, and engineering program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of planning, building inspection, water, wastewater, streets, and engineering program development and administration.

Modern principles and practices of municipal planning.

Methods and techniques for preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal planning.

**Knowledge of:**

Principles and techniques used in the development of a general plan for municipal land use.

Principles of mathematics including geometry and statistics.

Spacial relationships and design.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including the Subdivision Map Act and the California Environmental Quality Act.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Community Development Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient planning, building inspection, code enforcement, water, wastewater, streets, and engineering services.

Plan, organize, direct, and coordinate the work of supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Manager and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

**Ability to:**

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare ordinances and formulate land use policies.

Gain cooperation through discussion and persuasion.

Analyze, interpret, and accurately review building plans and specifications.

Weigh costs, time, and relative risk to life and property within the provisions of the model codes.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

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

**Experience:**

Six years of responsible planning and building experience including three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, management, or a related field. . A Master's degree in management is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; some exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** December, 1997