



ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

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 the general direction this classification performs complex, technical, and professional work to provide support and assistance to the Community Development Director in planning, organizing, coordinating and directing the functions of the City's Community Development Department, in the administration and maintenance of the City's General Plan, Zoning Ordinance and other development regulations; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management position in which the incumbent operates within a broad range of independence, following general guidelines or professional standards in accomplishing assignments. Assignments are broad in scope and carried out with a significant degree of latitude and independence. This position is distinguished from the higher-level Community Development Director in that the latter has overall department-wide authority and responsibility. This classification is distinguished from the Planning Manager and Chief Building Official classifications in that the Assistant Director assumes responsibility for projects that may involve multiple divisions within the department and may act as the Community Development Director in their absence.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the Community Development Director. Exercise direct and indirect supervision of the Planning Division and office support staff. May oversee other divisions of the department.

ESSENTIAL FUNCTIONS *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs within the Community Development Department; recommends appropriate service and staffing levels; recommends and administers policies and procedures.
- Monitor and participate in the development and administration of the Planning Division annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- May act as a representative or delegate the responsibility to serve as a delegate to government agencies, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of services.
- Receives and responds to or delegates the authority to respond to inquiries, concerns and complaints regarding department programs, activities and personnel.
- Connects with community stakeholders to identify emerging and existing community needs.
- Respond to and/or resolve sensitive and/or complex questions or concerns.
- Coordinates and collaborates with other departments, agencies, and organizations on projects and programs, and implement as appropriate.
- Represents the department at Commission, City Council and at community meetings, as required.
- Perform related duties and responsibilities as required.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of

- Operational characteristics, services and activities of a comprehensive community development department.
- Organization and management practices as applied to community development programs, policies and operational needs.
- Applicable Federal, State, and local ordinances, codes, laws, rules and regulations, including legislative issues, pertaining to planning.
- Architectural, urban planning & zoning, development and construction principles and practices
- Principles, practices, and techniques of effective customer service and collaborative problem solving.
- Project management principles and concepts.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Computer applications and other modern office technology methods and procedures related to the work.
- Record-keeping principles and procedures.

Ability to

- Lead as a member of a networked team.
- Facilitate public meetings.
- Engage in ongoing process improvement review and implementation.
- Maintain and exhibit discretion, honesty and integrity when handling sensitive situations.
- Participate in a collaborative and positive manner with internal and external stakeholders.
- Understand, interpret and explain codes, regulations and policies.
- Provide vision and set operational goals to achieve this vision.

- Deal constructively with conflict and develop solutions.
- Learn quickly and think strategically.
- Generate options and make recommendations.
- Take responsibility.
- Set priorities and multi-task.
- Determine when to seek assistance, refer, inform or escalate a problem.
- Be innovative and willing to take initiative.
- 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.

Skills to

- Analyze technical and administrative information.
- Operate standard office equipment, including computers, printers, and copiers.
- Operate a motor vehicle safely.

QUALIFICATIONS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Education and/or Experience

Equivalent to a bachelor’s degree in planning, urban studies, public administration, or a closely related field, and seven (7) years of progressively responsible professional experience in municipal planning, with an emphasis on current and advanced planning, including a minimum of three (3) years of management and administration experience in a supervisory and leadership role.

License/Certificate

Possession of or the ability to obtain a valid Class C California driver’s license upon appointment.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability and mobility to operate standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; lift and carry 25 pounds, files, and other materials; and ability to operate a motor vehicle to visit various City departments and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the phone and on video. Standing and walking between work areas is frequently required. Able to maintain professional, courteous and calm composure during tense or sensitive situations and conversations. Reasonable accommodation will be made for individuals on a case-by-case basis.