

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:

Plans, organizes, coordinates, directs and participates in the City’s planning, zoning, building inspection, code compliance, environmental review, housing, redevelopment, and economic development activities; represents the City in negotiations related to land use and development; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Community Development** is an administrative management level class responsible for developing and implementing planning policies and programs and for the management of the City’s planning, building, housing and redevelopment-related activities. The incumbent implements all aspects of the City General Plan, Zoning and Subdivision Ordinances, and enforces and implements the state and federal planning, building, affordable housing and redevelopment laws, rules, and regulations. Additionally, the incumbent is responsible for accomplishing the City’s community development goals and objectives and for ensuring that these goals and objectives are provided to the community in an effective, cost efficient manner.

SUPERVISION RECEIVED AND EXERCISED:

Administrative direction is provided by the City Manager. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Provides administrative oversight of Planning and other consultants.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Manages, supervises, coordinates, researches, and analyzes planning, zoning, building, redevelopment, affordable housing, and other community and economic development activities, programs, and projects.
- Develops, reviews, updates, and implements the General Plan, specific plans, land use code, other planning documents, and other City Council policies; interprets planning and planning-related ordinances and laws and advises citizens.
- Develops and implements the planning, zoning, redevelopment, housing, code enforcement, development, and environmental review goals, objectives, policies and priorities; represents the City in development and land use matters; participates in numerous public meetings.
- Develops, implements, and maintains public and community relations’ activities related to planning, building, community, redevelopment and economic issues.
- Supervises the Building Official and oversees the enforcement and compliance of building and zoning ordinances; supervises and participates in reviewing and making recommendations on zoning and permit applications, site plans, and architectural designs; ensures that development proposals conform to the City General Plan and other applicable plans and regulations.

- Reviews and makes recommendations on all proposed projects within the City including residential, commercial, and industrial projects; coordinates review and comments on all projects with City departments and other agencies as necessary.
- Selects, supervises, trains, and evaluates staff; supervises the preparation and administration of the department budget; resolves difficult and complex planning and administrative policy questions.
- Provides professional assistance on a variety of City matters to the Planning Commission, Design Review Committee, and City Council.
- Meets with a variety of citizens, governmental representatives, technical experts, and developers on physical issues facing the City including traffic, facilities design, housing, parking, commercial development, zoning, and neighborhood improvements.
- Prepares and presents statistical analysis, proposals, reports, and special projects.
- Assists property owners, developers, builders, attorneys, and special interest groups to process applications and meet planning and building requirements.
- Works with the County of Sonoma, other cities, and local, State, and Federal agencies on joint programs, regional and subregional issues; researches, analyzes, and recommends policy approaches to legislation and urban development and improvement.
- Ensures the proper maintenance of planning records and reports.

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

Knowledge of: Comprehensive knowledge of modern principles, practices, techniques, and laws related to urban planning and administration, economic development, redevelopment, housing, and community development; General knowledge of architecture and landscaping; building codes; budgeting procedures; techniques, principles, and practices of supervision and training; principles and techniques of providing effective customer service; working knowledge of California planning, zoning and development laws including the California Environmental Quality Act; Principles and practices of contract administration and evaluation.

Ability to: Plan, organize, assign, direct, review, and evaluate the work of staff. Select and motivate staff, and provide for training and professional development. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls. Understand, interpret, explain, and apply complex city, state, and federal laws regulating community development programs and projects. Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective course of action. Prepare clear and concise reports, correspondence, and other written materials. Exercise sound judgment within general policy guidelines. Communicate effectively both verbally and in writing. Establish and maintain effective working relationships with those contacted in the course of the work.

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

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 a Bachelor's Degree from an accredited educational institution with a major in urban or regional planning or other closely related field and five years of responsible, professional governmental planning experience, including at last three years in a supervisory capacity. A Master's Degree in Planning or Public Administration and experience with community, redevelopment and economic development issues is highly desirable.

License/Certificate:

Possession of a valid Class C California driver's license.

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.

FLSA: EXEMPT