



ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

Department:	Community Development	FLSA Status:	Exempt
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GENERAL PURPOSE: Under the direction of the Community Development Director, plans, coordinates, and manages the operations and activities of the City's Community Development Department; administers and coordinates departmental projects and programs; conducts planning and development research; responds to public inquiries regarding a variety of Community Development matters; supervises assigned personnel; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participates in overseeing and coordinating the day-to-day operations of the Department's various divisions including Planning, Building, Code Enforcement, and Housing and Community Development.
- Assists in developing, implementing, reviewing, and revising Community Development policies, procedures, and departmental standards.
- Provides assistance in updating and maintaining the City's General Plan.
- Assists in developing, administering, and monitoring the Community Development Department's budget.
- Conducts planning/development research and studies; prepares staff reports and provides recommendations regarding various Community Development matters.
- Plans, coordinates, manages, and oversees the implementation of planning, development, redevelopment, and/or other departmental projects.
- Implements and administers a variety of Community Development programs and agreements.
- Provides technical assistance to residents, property owners, developers, and contractors regarding planning, building, development, and/or code compliance matters.
- Oversees and participates in the enforcement of the City's zoning and subdivision ordinances.
- Coordinates with consultant(s) regarding the development and maintenance of the City's Building and Planning Permit System.

JOB DESCRIPTION

Assistant Community Development Director

- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Acts on behalf of the Community Development Director in his/her absence as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration, Business Administration, or related field; AND five years experience supervising community development activities, including experience working as a professional planner or building inspector; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- Community Development operations, policies, and procedures.
- Principles of planning, zoning, and community development.
- Regulations governing community development activities.
- City codes and ordinances relative to area of responsibility.
- Project management and program administration principles.
- Process for preparing and administering budgets.
- Supervisory principles, practices, and methods.

Required Skill in:

- Managing the daily operations of the City's Community Development Department.
- Administering and coordinating Community Development projects and programs.
- Conducting planning/development research and providing related recommendations.
- Responding to public inquiries regarding a variety of community development matters.
- Providing assistance in developing and administering budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments and officials, outside agencies, consultants, and the general public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment and in the field when conducting site visits.
- Subject to sitting, standing, walking, bending, and reaching.
- Occasional exposure to variable weather conditions and general construction hazards is involved.