



## COMMUNITY DEVELOPMENT DIRECTOR

Department:	<b>Community Development</b>	FLSA Status:	<b>Exempt</b>
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**GENERAL PURPOSE:** Plans, directs, manages and oversees the activities of the Community Development Department including Building, Planning, Code Enforcement, Housing, Community Development and Redevelopment Programs.

### **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.*

- Manages the planning, building, code enforcement, housing, development and redevelopment operations of the Community Development Department.
- Develops and administers the Community Development Department budget.
- Manages and directs the development and implementation of the Community Development Department's policies and procedures.
- Assigns work tasks and projects to employees; monitors the quality and supervises the progress of work performed.
- Acts as the City Planner and Executive Director of the Redevelopment Agency
- Advises the City Manager, other City departments, City Council/Redevelopment Agency, Planning Commission and other committees and commissions regarding the Community Development programs, policies and activities.
- Coordinates Community Development Department activities with other departments, outside agencies and organizations.
- Directs the development, implementation, administration, review, and update of City-wide plans and policies pertaining to planning, building, housing, and redevelopment.
- Attends and participates in meetings of the City Council, Redevelopment Agency, Planning Commission, Corcoran Economic Development Commission, Finance Committee, or others as required.
- Serves as a representative of the City and Department; liaises and consults with various outside agencies regarding planning and development matters.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Urban Planning, Business Administration, or related field; AND five years experience managing community development operations; OR an equivalent combination of education and experience.

## **JOB DESCRIPTION**

### **Community Development Director**

#### **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.
- Development/Redevelopment processes.
- Processes for developing and administering budgets.
- Supervisory principles, practices, and methods.

#### **Required Skill in:**

- Directing the daily operations of the City's Community Development Department.
- Reviewing project proposals and providing planning/development recommendations.
- Administering municipal housing, community development, and redevelopment programs.
- Developing, administering, and monitoring departmental budgets.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City departments and officials, outside agencies, community groups, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.