

JOB DESCRIPTION



DIRECTOR OF COMMUNITY DEVELOPMENT AND PLANNING (At-will/Exempt, Department Head Position)

DEFINITION

The Director of Community Development and Planning is an at-will, exempt position that enjoys a high level of autonomy in the operation of the department while benefiting from an organizational wide team approach that fosters a multi-disciplinary effort to program/policy development and implementation. Under the administrative direction of the City Manager, responsibilities are to plan, direct, supervise, and coordinate the City's land use and environmental planning activities, including building plan review and inspection programs; develop and manage the City's housing activities; and to provide highly responsible and technical staff assistance to the City Manager, City Council, and Planning Commission, and to perform other related duties as assigned. The Director is a coordinating leader of the City's economic development team that is responsible for business support and redevelopment priorities.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

(E=Essential Duty; M=Major Portion of Time)

- Direct and participate in the development and implementation of planning goals, objectives, policies, and priorities. (E,M)
- Coordinate planning, community development, housing and economic development activities with other City departments and divisions, and with outside agencies. (E,M)
- Plan, direct, supervise, coordinate, and participate in current and advanced planning and building plan review and inspection programs. (E,M)
- Oversee the education, enforcement, and compliance of building and zoning ordinances and other related City, State, and Federal regulations. (E)
- Serve as the principal advisor to the Planning Commission, Design Review Board, Paths, Open Space and Creeks Commission, and City Council in planning and community development matters including the preparation and presentation of reports and recommendations. (E,M)
- Prepare special planning studies such as for new zoning districts, annexation proposals, specific plans, General Plan updates, and design criteria. (E,M)
- Represent the City in development and land use matters. (E)
- Coordinate and provide strategic direction on economic development, redevelopment, and housing activities. (E)
- Promote policy and operational plans to foster a business and customer supportive approach to service and departmental related activities. (E)
- Meet and engage with a variety of citizens, governmental representatives, technical experts, and developers on issues including traffic, facilities design, housing, parking, commercial/industrial development, zoning, and neighborhood improvements. (E,M)
- Prepare studies, reports and perform other duties as assigned by the City Manager. (E)
- Serve as the City's CEQA Environmental Coordinator and Zoning Administrator (E)
- Provide staff support on easement and property acquisitions. (E)
- Represent the City on annexation and municipal service activities inclusive of LAFCo related activities. (E)
- Make authoritative interpretations of applicable laws, regulations, and policies pertaining to planning, environmental quality, zoning, and land use. (E,M)
- Secure outside funding sources, including grant applications and research. (E)
- Represent the City in the community and at professional meetings as required. (E,M)
- Develop and implement policies and procedures relating to the operation, maintenance, long range planning, and fiscal management of the department operations. (E)
- Prepare and administer the department budget. (E)

- Work to resolve complex planning, building, development engineering or economic development and administrative policy issues and questions. (E)
- Select, supervise, train, and evaluate assigned staff. (E,M)
- Work flex hours. (E)
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Planning principles, theories, and practices.
- Variety of planning areas including LAFCO/annexation, airport, transportation, General Plans, zoning principals and the California Environmental Quality Act.
- Applicable federal, state, and local planning laws and regulations.
- Economic, housing development, and redevelopment strategies.
- Organization and functions of the various agencies involved in the planning process.
- Principles and practices of organization, administration, budgeting, personnel management, and customer service.
- Principles of computer operation.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Prepare and interpret ordinances and formulate land use policies.
- Collect and analyze data and develop complex plans and reports.
- Engage with stakeholders, developers, community members, elected/appointed officials, and other governmental agencies.
- Prepare and administer professional services contracts.
- Pursue, process, and implement grants offered by local, state, and federal agencies.
- Creatively and expediently solve problems.
- Establish and maintain cooperative relationships with City officials and employees, the general public, and representatives of other agencies.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Select, supervise, train, and evaluate assigned staff.

Experience and Education:

Any combination equivalent to education and/or experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities is to possess a Bachelor's Degree from an accredited college or university with major work in planning, community development, redevelopment, housing, economic development, urban design or a related field, and five years of progressively responsible professional planning experience including four years in a supervisory management and leadership capacity. A Master's Degree in a related field is desirable.

Necessary Special Requirement:

Possession of a valid Class C California Driver License.

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