PLANNING & COMMUNITY DEVELOPMENT DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are ***not*** *intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Planning & Community Development Department including planning, environmental compliance, code and zoning enforcement, redevelopment activities and customer service/information operations; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all department services and activities including planning, environmental compliance, code and zoning enforcement, redevelopment activities and customer service/information operations; recommend and administer policies and procedures.

2. Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.

3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

4. Plan, direct and coordinate, through subordinate level staff, the Planning & Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

6. Serve as Secretary to the Planning Commission; direct the preparation of all reports and recommendations to the Planning Commission.

7. Draft zoning and various City code amendments; prepare all resolutions for zoning ordinance amendments and various other consultant contracts.

8. Direct, develop, lead and participate in special task forces for long range planning and ordinance development.

9. Serve as the Administrative Officer for the City's Redevelopment Agency; develop and administer all housing programs and expenditures from the low to moderate income housing fund.

Essential Functions:

10. Draft policies and review them with the Redevelopment Agency; update implementation plans; recruit housing providers and operators; structure financing and write and obtain grants.

11. Oversee the California Environmental Quality Act review; assume a lead role in negotiating development agreements for individual developments.

12. As directed by the City Manager, formulate development agreements for master developers; prepare and administer requests for proposals and developer recruitment; conduct RDA developer negotiations.

13. Assume full responsibility for all development negotiations and escrow transactions for affordable housing and commercial development projects.

14. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

15. Oversee and participate in the development and administration of the department and redevelopment agency budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

16. Explain, justify and defend department and RDA programs, policies and activities; negotiate and resolve sensitive and controversial issues.

17. Represent the Planning & Community Development Department and RDA to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.

18. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning and community development.

20. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive planning and community development program.
Principles and practices of urban planning.
Principles and practices of program development and administration.
Principles and practices of redevelopment administration, procedures and financing.
Operations and services of municipal redevelopment agency.
Methods and techniques of contract negotiation.
Principles and practices of report preparation.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive planning and community development program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower level staff
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Supervise all planning, community development and redevelopment activities.
Serve as the Administrative Officer for the City's Redevelopment Agency.
Develop and administer all housing and commercial development programs.
Draft zoning and various City code amendments.
Direct, develop, lead and participate in special task forces for long range planning and ordinance development.
Negotiate development agreements for individual developments.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible urban planning experience including three years of management and administrative responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning or a related field.