COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, directs, oversees, and administers the resources of the Planning, Building and Safety, Redevelopment and Housing Divisions to promote the growth and development of the community.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Establishes and maintains direction and regulation over the Planning, Building and Safety, Redevelopment and Housing Division resources to ensure comprehensive implementation of the City's General Plan; performs administrative control of the Building Division and ensures development within the City conforms to the Uniform Building Code standards; oversees the Redevelopment Agency and targets resources to create development opportunities to attract new businesses to the community, remove withering obstacles and create revenue streams and employment opportunities to enhance economic vitality of the community; oversees the Housing Division to ensure affordable and decent housing for qualifying residents through contractual relationships with private property owners; develops, communicates and advocates long and short term goals and objectives through strategic planning.

Writes management reports, researches information requests from Administration and prepares other items for Council; manages and delegates projects to subordinate staff; establishes and reviews project deadlines, priorities, workloads and schedules of the Department; edits and reviews staff reports, development agreements, economic analysis, budget expenditures and budget preparation; responds to inquiries and concerns of the community regarding activities and programs of the Department; prepares, reviews and approves the formal performance evaluation of Department staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing community development, planning, building and safety, redevelopment and housing.
Knowledgeable of management and/or supervision principles
Knowledgeable of personal computer hardware equipment and software packages
Knowledgeable of long and short range planning and development techniques
Skilled in assessing and prioritizing multiple tasks, projects and demands
Skilled in working with conflicting deadlines to complete projects
Skilled in identifying, analyzing, and implementing solutions to complex problems
Skilled in providing and following oral and written communications
Skilled in establishing and maintaining productive working relationships
Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Planning, Finance, Business Administration, Public Administration or closely related field, **AND** seven (7) years experience in redevelopment, housing, planning, finance, including three (3) years at a management level. Must possess at the time of application and maintain a valid California Driver's License.