

**COMMUNITY DEVELOPMENT DEPARTMENT  
COMMUNITY DEVELOPMENT DIRECTOR**

**GENERAL DUTIES:** Under direct supervision of the City Administrator, organize and administer the operations of the Community Development Department; direct the activities of the Engineering, Planning and Building, Life and Environmental Safety Divisions.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Serve as head of the Community Development Department and technical advisor to the City Administrator and other department heads on community development related matters.
2. Develop and direct the implementation of goals, objectives, policies, procedures and work standards for the Community Development Department.
3. Confer with City officials and community groups on proposed public works projects.

4. Prepare and present comprehensive technical reports.
5. Direct the preparation and administration of the annual department budget.
6. Select, train and evaluate departmental personnel.
7. Monitor developments related to municipal engineering, planning, development and public works matters; evaluate their impact upon City operations and recommend policy and procedural improvements.
8. Coordinate the activities of the Community Development Department with those of other departments and agencies.
9. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Possess personal computer operation skills.
2. Excellent interpersonal skills.
3. Supervisory skills.
4. Oral and written communication skills.
5. Customer service techniques.
6. Organizational and project management skills.
7. Presentation skills.
8. Planning, organizing, executing, controlling and evaluating activities.

**KNOWLEDGE:** Knowledge of :

1. Application and utilization of computer systems.
2. Trends and current developments in city government.
3. Legal and administrative rules and regulations which apply to operation of City Government.

4. Principles and practices of public administration, personnel management and budget administration in a local government setting.
5. Municipal ordinances, City policies and City charter.
6. Demographic composition of the City.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives and make creative recommendations.
2. Prepare and present ideas and recommendations effectively; orally and in writing
3. Establish and maintain effective working relationships with elected officials, co-workers, other agencies, business and community groups and the general public.
4. Exercise sound independent judgment within general policy guidelines.
5. Select, train, evaluate, and supervise department personnel.
6. Conduct and participate in related training programs.
7. Assist the City Administrator in conducting research on administrative problems and practices.
8. Meet the public to discuss problems and complaints tactfully, courteously and effectively.
9. Analyze the effectiveness of and make recommendations for changes in procedures, policies and organization structures.
10. Formulate and enforce departmental rules, policies and procedures, and maintain effective discipline.
11. Formulate and administer the annual departmental budget.
12. Develop and exhibit sensitivity to the needs of diverse cultural, ethnic, racial and religious groups in the community.
13. Conduct regular staff meetings and maintain open communication with staff.
14. Implement and maintain customer service techniques.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator and/or 10-key adding machine
6. Facsimile machine
7. Dictation/transcription equipment
8. Two-way radio
9. Microfiche reader
10. Polaroid or digital camera
11. Automobile
12. Specialized computer software
13. Presentation equipment, i.e., microphones, easels, overhead projectors, tape recorder, etc.
14. Television and VCR equipment

**PHYSICAL DEMANDS:**

When working in the field or in the office, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines

**SENSORY DEMANDS:**

Under typical office or field conditions, employee utilizes these senses while using a computer, printer, telephone, calculator, fax machine, copier, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, paper shredder, camera or radio:

1. Seeing
2. Speaking
  
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

Office Conditions:

1. Indoors: Typical office conditions, over 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions less than 20% of the time.
2. Flooring: Asphalt, grass, dirt, and uneven surfaces at the construction site.
3. Noise Level: Varying low to high equipment noise at construction sites.
4. Lighting: Normal outdoor conditions, and also exposure to extreme weather conditions.
5. Ventilation: Heating and air conditioning provide by vehicle and outdoor equipment.
6. Dust: Normal, outdoor levels to high outdoor levels associated with construction activities.

**HAZARDS:**

Mechanical, electrical and chemical exposure is low to high, depending on the construction site or business being inspected. When working around heavy equipment or power tools, care must be taken to avoid unsafe conditions. In addition, employee may be exposed to biological waste products and bodily fluids when working at the construction site. There is potential exposure to bees, insects, snakes, rodents, birds and other animals when performing routine inspections. Employee may be present when radiological testing equipment is used during the completion of groundwork. Lastly, when utilizing a vehicle, there is some exposure to mechanical hazards.

Exposure is minimal in the office environment when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter.

**ATMOSPHERIC CONDITIONS:**

Minimal to high exposure to fumes and gases may occur when performing a site inspection or conducting enforcement activities. Solvents, cleaners, decomposed by products from construction site waste, gasoline, hydraulic fluid, vehicle exhaust, propane, and pesticides are common in the field. In addition, there is exposure to high levels of heat when contractors lay asphalt. During emergency spill situations, employees refer all hazardous waste situations to the Fire Department or Hazardous Materials team.

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:**

1. Any combination of education, training and experience equivalent to graduation from an accredited college or university with a major in Engineering, Planning or related field. A Master's degree in Public Administration or a related field is desired, but not required.
2. Possession of a valid Certificate of Registration as a professional civil engineer issued by California State Board of Registration for Civil and Professional Engineers is preferred but not required.
3. Five years of increasingly responsible full time experience in a related public sector position which has included Engineering, Planning or Building experience and at least three years at a managerial or supervisory level.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Computer literacy is required.
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.