



Community Development Director

Class Specification

Revised 9/23

Class ID: 270

Unit: MGMT

Probation: At-Will

FLSA: Exempt

DEFINITION

Under administrative direction, directs and manages activities and operations of the Community Development Department, including economic development, planning, and redevelopment; conducts planning needs assessments and studies, develops policies, updates plans and codes, and reviews/makes recommendations on development/planning applications; serves as Secretary to the Planning Commission; negotiates with stakeholders involved in the development process; represents the City of Newark in intergovernmental planning activities; participates as a member of the City Manager's Executive Team in the consideration of general City policies, programs, and concerns; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision to division managers and indirect supervision of other professional, technical, and administrative staff.

DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will department director classification reporting to and providing complex professional and technical assistance to the City Manager in areas of expertise. This position oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Develop and direct department goals, objectives, policies, procedures, and work standards; interpret, recommend, communicate, and implement policies and operational procedures.

Plan, organize, direct, and evaluate all department activities related to urban planning, the General Plan, land development, and economic development; direct economic development processes including needs assessments, marketing strategies, and development of revenue sources.

Provide General Plan and code interpretation as needed; make recommendations for amendments or modifications as appropriate; direct the review and update of Newark's Zoning Ordinance and Housing Element.

Plan, organize, administer, review, and evaluate the activities of professional, technical, and administrative staff; interview and select staff; provide or coordinate staff training; conduct performance evaluations; work with employees on performance issues; implement discipline and termination procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Direct the consultant professional service functions, including the development of proposals for professional services, and advertising and bid processes; evaluate proposals and recommend project award; coordinate with legal counsel to determine City needs and requirements for contractual services; negotiate contracts and agreements; oversee contract administration, monitoring and evaluation.

Direct planning processes including needs assessments, short and long-range planning studies such as General Plan updates, analysis of proposed development applications, preparation of environmental impact evaluations and special studies, and preparation of recommendations regarding project approval.

Serve as the City's primary representative in negotiations with all stakeholders involved in the development process, and with officials dealing with intergovernmental planning activities; serve as City's advisor on local and regional development projects and planning and zoning issues.

Serve as the city's primary representative in meetings with developers and all stakeholders to discuss development proposals; oversee negotiations and agreements regarding environment-related issues, rights-of-way, open space easements, and financial participation; discuss status of development projects with applicants.

Facilitate community meetings and mediate public hearings; meet with community groups, City Council, City staff and advisory bodies on development review process issues and solutions.

Attend and participate in professional group meetings; stay current with trends and innovations in the fields of planning, code enforcement, economic development, and housing; monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as required; ensure compliance with legislative, regulatory, and judicial mandates, regulations, and professional standards.

Direct the preparation of agenda items for the City Council, Planning Commission and other committees, commissions, or boards; provide staff assistance and advice to the City's Planning Commission; act as Secretary to Planning Commission.

Prepare and present written and oral reports and recommendations to the City Manager, City Council, Planning Commission, and various public and private groups.

Prepare and administer the Department budget; supervise and participate in the development and administration of the department operating and capital improvement budgets.

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

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of community development, including city planning and economic development.
- Laws and regulations underlying land development/infrastructure planning, engineering, building inspection, general plans, environmental matters, zoning, and land use.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training, and personnel management.
- Principles and practices of organizational analysis and management.
- Pertinent local, State and Federal rules, regulations, codes, ordinances, and laws.
- Funding sources and methodology for obtaining funds.
- Principles and techniques of operating and capital improvement budget development and administration.
- Current office procedures and techniques.

Skill or Ability to:

- Plan, organize, and direct the Community Development Department operations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Review, organize and develop technical documents, proposals, and reports.
- Review and interpret planning, zoning, and land development/infrastructure programs and plans.
- Prepare clear, concise, and complete statistical and technical reports and written correspondence.
- Make persuasive presentations of ideas, concepts, and recommendations.
- Communicate clearly and concisely, orally and in writing.
- Interpret and apply City and department policies, procedures, rules, laws, and regulations.
- Supervise, train, motivate and evaluate personnel.
- Exercise sound independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the City effectively in meetings with others.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, planning, or a related field, and seven (7) years of progressively responsible experience in urban planning or economic development, including three (3) years of supervisory experience. A Master's degree is desirable.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day, evening, and weekend meetings, at various sites within and outside the City.