



# Deputy Community Development Director

## Class Specification

Revised 9/23

Class ID: 250

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

### DEFINITION

Under direction, administers specified Community Development activities including planning, community development block grants (CDBG) and housing; performs complex professional planning activities, such as serving as project manager for complex development and land use applications; provides highly complex information and assistance to the Director, the Planning Commission, the City Council, developers, contractors and general public; performs a variety of studies and prepares and presents staff reports; serves on review committees; serves as the acting Community Development Director in his/her absence; performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Development Director. Exercises direct supervision of assigned department staff, and indirect supervision of professional, technical, and paraprofessional staff.

### DISTINGUISHING CHARACTERISTICS

This is a single position management class with responsibilities spanning the full spectrum of planning functions encountered by a developing City, including planning, code enforcement, community development block grants (CDBG) and housing. Performance of the work requires an extensive professional background as well as skills in coordinating assignments with those of other City departments and public agencies. The incumbent has a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments. The class is distinguished from the Director in that the latter has responsibility for economic development and overall Community Development functions and for developing, implementing, and interpreting public policy.

### EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Establish and implement planning, zoning, development, and environmental program goals, objectives, policies, and priorities.

Develop and implement department strategic plans and initiatives, focusing on services and transparency to meet community needs, and evaluating the outcomes in terms of effectiveness and cost efficiency.

Monitor changes in laws, regulations, and technology that may affect City or division operations; implement policy and procedural changes as required.

Supervise assigned department staff, and indirectly supervise professional, technical, and paraprofessional staff; provide timely, accurate and thorough performance reviews for assigned employees; work with employees on performance issues; implement discipline and termination procedures.

Guide staff in the review of applications for residential, commercial, and industrial development; evaluate alternatives and conformance with City policies, ordinances, the General Plan and state and federal laws; prepare and present staff reports to the Planning Commission and City Council regarding such applications.

Provide direction to staff and consultants regarding compliance with the California Environmental Quality Act (CEQA).

Manage and participate in the development and administration of requests for proposals; participate in the evaluation of proposals; provide direction during contract negotiations; and approve contracts and/or contract amendments within approval authority.

Serve as project manager for complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for project plans and applications, and making recommendations; manage consultant contacts including determining scope of work and budgets, tracking budgets and approving contract payments.

Update and create long-range planning documents such as the City's General Plan and other assigned plans; prepare modifications to specific General Plan elements, and Zoning Ordinance Update.

Prepare written project analysis including identifying appropriate land use policy, design issues and environmental requirements; make recommendations for action.

Serve as staff liaison for review boards, ad-hoc committees, and elected officials, including providing highly complex technical advice and giving presentations, specifically, serve as the staff liaison to the Planning Commission.

Confer with and provide information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans specifications and codes; explain codes, requirements and procedures and evaluate alternatives; respond to the most complex and difficult inquiries and requests for information, including public records act requests, and resolve service issues or complaints.

Manage affordable housing efforts including the acquisition of property and coordination with non-profit and for-profit affordable housing providers; prepare and implement affordable housing programs.

Conduct site inspections, including project compliance with laws, regulations, and ordinances, make recommendations on changes.

Prepare or direct the preparation of grant and permit applications, pursue federal and state grant funds, and permits, and ensure project compliance with grant or permit regulations.

Assist in Department budget preparation and administration.

Evaluate departmental activities periodically, including implementation of alternative activities to increase effectiveness and efficiency.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Current principles, practices and procedures related to City and regional planning and zoning administration, environmental review, and the development process including applicable laws and regulations.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.

- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility. Current principles, practices and procedures of environmental regulations including the California Environmental Quality Act (CEQA).
- Computer applications related to the work.
- Supervisory techniques.
- Principles and practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Project management contract administration principles and techniques.
- Techniques for effectively representing the City with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors, and the general public.

**Skill or Ability to:**

- Administer complex current and advanced planning and zoning conformance activities in an independent and effective manner.
- Conduct complex planning research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Assess, monitor, and report environmental impact on and of various City programs and services.
- Analyze site design, terrain constraints, land use compatibility, utilities, and other urban services.
- Understand, interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Supervise, direct, and review the work of support staff on a project or day-to-day basis and train staff in work procedures.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals.
- Conduct zoning studies and interpret City zoning laws, regulations, and codes.
- Read and understand building plans, site plans, and technical drawings and specifications. Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Communicate and coordinate activities effectively with officials, co-workers, subordinates, other City departments, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- 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 coursework in city, urban or environmental planning, architecture, or related degree, and six (6) years of planning related experience, this includes two (2) years supervisory experience. Master's degree is desirable.

**License and Certificate:**

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- American Institute of Certified Planners (AICP) certification is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. 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 occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds or more with appropriate equipment or staff assistance.

**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 and evening meetings, at various sites within and outside the City.