

City of Watsonville

Job Description



JOB TITLE:	Community Development Director	DATE APPROVED:
DEPARTMENT:	Community Development	SUPERSEDES: N/A
REPORTS TO:	City Manager	
SUPERVISION:	Over management, supervisory, professional, and/or administrative support staff	
EMPLOYEE UNIT:	Executive	
FLSA :	Exempt	

JOB SUMMARY:

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Community Development Department including planning, building inspection and compliance, plan checking, issuance of all permits, code enforcement, and housing programs, services, and activities; administers and maintains the City's General Plan, Zoning Ordinance and other development regulations; serves as Secretary to the Planning Commission; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive executive direction within a framework of overall goals and objectives. This job class functions at a Department Management level of classification and is responsible for the activities, operations, and management of the Community Development Department. This position is part of the City's Leadership Team, with full responsibility for leading the activities of the Department and providing support throughout the organization. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

- Assumes full management responsibility of the Community Development Department services and activities including planning, building inspection and compliance, plan checking, issuance of all permits, code enforcement, and housing programs.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

- Plans, directs, and coordinates, through subordinate level staff, the Community Development Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Oversees the City's planning functions and activities; develops, manages, and implements complex planning and policy programs.
- Supervises and coordinates the environmental review and development review process for private and public development activities in the City; reviews plans and resolves sensitive, controversial and complex issues; solves problems with developers, property owners, the public, architects, engineers, and planners as well as City Council and Planning Commission.
- Oversees building plan check, building inspection, and code enforcement activities and ensures compliance with appropriate laws, ordinances, and regulations.
- Oversees housing programs including the City's Affordable Housing services and activities; oversees and provides support to programs that provide safe, sanitary, and affordable housing for the community.
- Oversees the processing of applications for private construction, subdivisions, and land development, including plan check, design review, field inspection and permit enforcement
- Reviews and recommends appropriate adjustments to fees for services provided by the Community Development Department; prepares and/or approves a variety of technical studies, reports and correspondence.
- Oversees the California Environmental Quality Act (CEQA) with respect to private development projects.
- Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
- Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees including City Council and Planning Commission.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of community development; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operations, services, and activities of a comprehensive community development program.
- Advanced principles and practices of program development and administration.
- Principles and practices of land use planning, land subdivision, zoning and other land use regulations, building regulation, and code enforcement.
- Applicable City policies, procedures and memoranda of understanding relating to community development, budgeting, finance and personnel management

- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage and direct a comprehensive community development program including long range staff planning, organizational development, forecasting, benchmarking, etc.
- 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.
- make effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies
- 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.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION/TRAINING AND EXPERIENCE:

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

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, management, city planning, architecture, business administration, economics, or a closely related field. A Master's degree is preferred.;

Experience:

Eight years of increasingly responsible experience in the management and direction of one or more municipal planning, building, construction, housing, economic development, or closely related programs and services including three years of management and administrative responsibility.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction.