

PUBLIC WORKS/COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under direction of the City Manager, to plan, organize, direct, monitor, and measure performance of the Public Works/Community Development Department; to provide advice and consultation on development, operational problems, and services to the City Manager and City Council; to provide highly responsible and technical staff support for the Planning Commission and other City committees or commissions; to supervise, train, and evaluate the work of staff assigned; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Unit: Unrepresented.

DISTINGUISHING CHARACTERISTICS

This is the top level executive management classification for the position which has responsibility for managing and directing the services and functions for the City's Public Works/Community Development Department including the various divisions; and serves as the primary advisor on public works maintenance and service issues as well as planning, Successor Agency, engineering, building, safety and inspection, economic development, and grants for the City Council, City Manager, and City staff.

REPORTS TO

City Manager.

CLASSIFICATIONS SUPERVISED

All classifications in the Public Works/Community Development Department including professional, technical, and administrative support staff, or as assigned.

ESSENTIAL FUNCTIONS

Plans, organizes, directs, and manages all divisions and functions of the Public Works/Community Development Department; develops and implements Department goals, objectives, and priorities; evaluates needs and develops plans for long range maintenance and upkeep of City facilities; has overall responsibility for the proper servicing and maintenance of City vehicles and equipment; works with other City management to develop fees for enterprise services; prepares Department budget; monitors on-going budget expenditures and initiates transfers as needed; selects, supervises, and trains Department staff; interprets and applies City policies, procedures, rules, and regulations for Department staff; investigates and follows-up on complaints and concerns regarding operations and services; oversees the development of Department activity reports and reports required by other government agencies; accepts and approves private contractor construction work performed in accordance with City

contracts; oversees consultants and other contract services related to the Department; formulates division procedures and policies; develops, prepares, and presents a variety of complex reports and recommendations to assigned boards, commissions, and committees; oversees project planning and administration, property acquisitions, developer negotiations, and coordination with outside consultants; has oversight responsibility of the City's development review process; provides consultation and advice on planning and land use issues and Successor Agency issues for the City Manager and City Council; has responsibility for the maintenance and updating of the City's General Plan; participates in regional and joint planning studies including regional transportation planning; interprets applicable laws, rules, codes, and regulations; develops and recommends adoption of codes and ordinances as well as revisions to existing codes and ordinances; coordinates development activities with other City departments; and represents the City and the Department with citizens, community, organizations, and other government agencies. Attends night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; work may be performed outside in varying temperatures; continuous contact with other staff and the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of public administration.
- Principles and practices of policy development and implementation.
- City, county, and state building codes.
- Methods, equipment, materials, and techniques used in public works maintenance, repair, and construction of public works facilities.
- Construction methods, materials, and procedures.
- Maintenance, operation, and utilization of public works equipment.
- Budget development, administration, and expenditure control.
- Time, materials, and cost estimating for maintenance and construction projects.
- Pertinent local, state, and federal rules, regulations, and laws.
- City regulations, codes, and applicable laws.
- The theory, principles, and practices of City, urban, and regional planning.
- Principles and practices of contemporary economic development and planning.
- General theory, principles, and practices of land use planning and their application to a variety of planning and capital improvement projects.

- Purposes and procedures of public planning agencies, boards, and governing bodies.
- Contract and grant development and administration.
- Research methods and statistical analysis.
- Graphic illustration and presentation.
- Modern office procedures, methods, and computer equipment.
- Principles of management, staff supervision, employee training, and work evaluation.
- California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Map Act, and California Planning and Zoning Law.
- Basic principles of civil engineering.
- Basic understanding of construction management.

Ability to:

- Plan, organize, manage, and coordinate City planning, engineering, Successor Agency, economic development, and building inspection functions.
- Plan, organize, manage, and direct the functions and services of the City's public works.
- Plan, manage, and oversee a variety of services, projects, and programs.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and administer the Department's budget.
- Provide a variety of consultation to City elected officials, management, and staff.
- Develop and administer grants and contracts.
- Perform professional planning studies and environmental reviews.
- Read and interpret laws, ordinances, general plan elements, environmental impact reports and statements, maps, and other documents related to community planning and land use.
- Collect, compile, and analyze technical, statistical, and other information.
- Perform special assignments for a variety of boards and commissions.
- Operate a computer and use appropriate software in the performance of work.
- Make effective oral and written presentations.
- Communicate clearly and concisely, both orally and in writing.
- Effectively represent the City and Department in contacts with the public, other City staff, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Five (5) years of increasingly responsible professional experience in the planning, development, construction, and maintenance of public works facilities and/or public planning, zoning, permitting, redevelopment, and economic development analysis, administration, enforcement, and consultation including three (3) years in an administrative management or supervisory capacity in public works and/or planning and development.

- Additional training in public administration, finance, and economics, or closely related subjects, is highly desirable.

Education:

- Graduation from an accredited college or university with a bachelor's degree in a related field. Education requirement may be substituted with equivalent years of experience.

License:

- Possession of a valid California driver's license.

SPECIAL REQUIREMENTS

- None.

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