

## **COMMUNITY DEVELOPMENT DIRECTOR**

### **DEFINITION**

Under general direction of the City Manager, to plan, organize, direct, and manage the City's planning, engineering, building safety and inspection, housing, Successor Agency, grant administration, and economic development functions and activities; to provide advice and consultation on Successor Agency and economic development issues; to provide highly responsible and technical staff support for the Planning Commission, other City committees or commissions, and City Council/Successor Board; 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 City Community Development Department including the various divisions: planning, Successor Agency, engineering, building safety and inspection, housing, economic development, and grants; and serves as the primary planning, Successor Agency, and economic development advisor for the City Council, City Manager, and City staff.

### **REPORTS TO**

City Manager.

### **CLASSIFICATIONS SUPERVISED**

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

### **ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to the following:

- Plans, organizes, directs, and manages all divisions and functions of the Community Development Department.
- Develops and implements department goals, objectives, and priorities; prepares department budgets.
- Selects, supervises, and trains department staff; 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 for the City Manager and City Council.

- Provides consultation and advice on Successor Agency issues to 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.
- Understanding of housing policies, development, and funding for community projects.
- Represents the City in the public, community organizations, and other government agencies.
- Attends night and weekend meetings.

**Knowledge of:**

- The theory, principles, and practices of City, urban, and regional planning.
- Federal and state urban renewal laws and grant programs.
- Current trends in federal, state, and local planning.
- National, state, and local laws and regulations affecting planning, economic development, housing, Successor Agency administration, and zoning.
- Principles of supervision, training, program administration, and budget preparation.
- 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.
- Principles of public planning, building inspections and safety, engineering, and economic development.
- Laws, rules, regulations, and policies affecting land use, zoning, Successor Agency administration, and economic development programs.
- 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.
- Computers and software used in planning and community development work.
- Budget development, administration, and expenditure control.
- Principles and practices of planning, development review, coordination, and direction.
- Principles of public administration, 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.
- Laws, rules, regulations, and policies affecting local government and civil engineering.

**Ability to:**

- Plan, organize, manage, and coordinate City planning, engineering, Successor Agency, economic development, and building inspection functions.
- Plan, manage, and oversee a variety of projects and programs.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and administer the Department's budget.
- Provide consultation to City elected officials, management, and staff.
- Develop and administer grants as related to performing community development projects and studies.
- 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.
- Direct the preparation and prepare a variety of planning studies and reports.
- Operate a computer and use appropriate software in the performance of work.
- Make effective oral and written presentations.
- Effectively represent City planning, Successor Agency administration, and economic development functions in responding to inquiries, providing assistance, and dealing with public and community organizations.
- Establish and maintain cooperative working relationships.

**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; occasionally works outside; continuous contact with other staff and the public.

**MINIMUM QUALIFICATIONS****Training and Experience:**

Five (5) years of increasingly responsible experience in public planning, zoning, permitting, redevelopment, and economic development analysis, administration, enforcement, and consultation including three (3) years in administrative management or supervisory capacity in public planning and development.

**Education:**

Graduation from an accredited college or university with a bachelor's degree in city, urban, regional planning, architecture, urban design, environmental studies, public

administration, economics, or a closely related field. Education requirement may be substituted with equivalent years of experience.

**License:**

Possession of a valid California driver's license.

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