DIRECTOR OF COMMUNITY DEVELOPMENT

Definition:

Under general administrative direction is responsible for all activities of the Community Development Department including development/environmental review, planning, building and safety, code enforcement, community preservation and housing and community development; represents the City in negotiations related to land use and development; serves as an advisor to the Planning Commission and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by the Director of Community Development include the following:

Plans, organizes, directs and manages all activities of the Community Development Department including development/environmental review, planning, building and safety, zoning, code enforcement, community preservation, and housing/ community development.

Coordinates Community Development Department activities with those of other departments as needed.

Advises the City Manager, City Council, the Planning Commission and other City departments/divisions on issues pertaining to applicable Community Development issues.

Serves as the City's representative in development and land use matters.

Serves as staff representative to the Planning Commission and as a technical advisor to the Redevelopment Agency.

Represents the City in related issues before a variety of groups, the public and other agencies.

Develops, recommends, administers, interprets and enforces departmental policies and procedures and assists in the development and administration of the City's community development related policies and regulations.

Selects and is responsible for the training, supervision and evaluation of all departmental staff.

Makes Community Development Department budget recommendations and administers the expenditure of funds.

Directs and participates in the preparation of a wide variety of surveys, plans, specifications, requests for proposals, studies, reports, contracts, agreements, agenda letters, correspondence, resolutions and ordinances in accordance with applicable state and federal laws and local codes and standards.

Formulates, recommends and implements departmental goals and develops workload indicators to measure progress towards goals achievement.

Prepares, coordinates and administers the City's General Plan.

Seeks, develops and makes recommendations on alternative sources of funding as appropriate.

Develops and evaluates special programs.

Reviews and analyzes a variety of materials, records, contracts, reports and other data and makes recommendation for change as needed.

Makes oral and written presentations.

Inspects construction sites and other projects as needed.

Attends a variety of City Council, Commission, other public meetings and civic functions and represents the City.

Operates a personal computer and uses applicable software.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Lifts and moves files and filled binders weighing 15 pounds or less.

Class Characteristics:

Director of Community Development is a single incumbent department head class and is a member of the City's executive team. The Director of Community Development is appointed by and reports to the City Manager and has broad responsibility for the safe, effective and efficient administration of all department activities.

Contacts and Relationships:

The Director of Community Development supervises division managers and professional/ administrative support staff and through them all Community Development Department employees. The Director of Community Development establishes and maintains contact with and has continuing interaction with a variety of City staff to include City Council Members, the City Manager and City department heads. Additional contact will occur with civic groups, developers, consultants and representatives of other public and private agencies. Contact with the public will occur during some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

Knowledge of:

Municipal government and community development department organization, administration and operations.

Principles, practices and methods used in contemporary urban planning and building.

Special, social, political and economic trends and operating problems of community development organizations.

Leadership and management theory and practices, effective supervisory techniques and public sector labor relations.

Municipal budget administration and revenue sources related to area assigned.

Laws, codes, regulations, standards, rules and procedures governing environmental matters, zoning, land divisions, building and housing codes and general plan management.

Goal setting methods and the design of workload and performance indicators.

Negotiating and conflict resolution techniques.

Public relations and customer service techniques.

Effective methods of making oral and written presentations.

Computer applications related to the department assigned.

AND

Ability to:

Provide leadership for the City's Community Development Department staff and programs.

Recognize and integrate new trends in the environmental and economic impact of urban planning and building.

Identify and integrate a wide variety of interests in the development of land use policy.

Analyze problems and recommend and implement effective solutions.

Select, train, motivate, supervise and evaluate staff.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Work within, interpret and apply applicable laws, City and department rules and regulations.

Establish and maintain effective relationships with those contacted in the course of work.

Resolve conflict situations in a fair and amicable manner.

Think clearly, logically and rationally under pressure, adhere to multiple deadlines and handle multiple projects.

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Urban Planning, Regional Planning or a related field from an accredited college or university.

AND

Experience:

Eight years of recent, continuous, progressively responsible professional community development related experience, including three years at the mid-management/supervisory level in an organization comparable to Fullerton in terms of the scope of activity.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work flexible and extended hours to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Director of Community Development file financial disclosure statements in accordance with state and local laws.

Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:

A graduate degree or some completed graduate level coursework in Management, Business Administration, Public Administration, Planning or a related field from an accredited college or university.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors with on-site work as required. When work is performed on-site there may be exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches and grasps and may lift and carry folders and filled binders weighing 15 pounds or less. When performing inspections the incumbent may walk and stand on slippery and uneven surfaces and be exposed to vehicular traffic. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Executive.

Revised July 2006 and Title Changed from Director of Development Services
Revised December 2004
Revised August 1982