



DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction of the Community Development Director, plans, coordinates, directs, supervises and manages operations and activities of the Community Development Department including building, code compliance and planning, business licensing, neighborhood preservation, and housing rehabilitation programs; provides highly responsible and complex professional support to the Community Development Director, upper management, Planning Commission and City Council; and performs related duties as assigned.

SUPERVISION EXERCISED

Under limited direction from the Community Development Director, the Deputy Director of Community Development has direct oversight and supervisory responsibility of the Department's Planning, Building and Neighborhood and Business Services divisions.

DISTINGUISHING CHARACTERISTICS

Responsible for coordinating and overseeing the day-to-day administrative, programmatic and operational functions of the Community Development Department. The incumbent serves as the head of the Planning Division. Areas of responsibility include but is not limited to personnel administration, staff development, legislative analysis and programmatic functions. The incumbent also directly manages delegated functions within the Community Development Department when the Community Development Director is absent.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

- Oversee, direct, manage, and participate in the day-to-day activities of multiple divisions of the department, including short and long-term planning as well as development and administration of department policies, procedures, and services.
- Manage the development and implementation of department goals, objectives, policies, and priorities for each assigned division.
- Plan, direct, and coordinate, through subordinate level staff, the divisions work plans; assign projects and programmatic areas of responsibility;

- review and evaluate work methods and procedures; and identify and resolve problems.
- Provide assistance to the Director of Community Development in a variety of administrative, coordinative, analytical, and liaison capacities.
 - Assist in the development, preparation, and implementation of the department budget.
 - Assist in developing and implementing strategic plans, policies, and procedures for the department.
 - Assist with managing the preparation and administration of the City's General Plan.
 - Respond to public inquiries and complaints and assist with resolutions and alternative recommendations; serve as a spokesperson for the department at a variety of community events, meetings, and other public relations activities.
 - Attend various commissions/committees and other public meetings and make presentations of proposals, staff reports, and recommendations related to community development projects.
 - Hire, train, supervise, evaluate, motivate and discipline subordinate personnel.
 - Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles, practices and techniques used in the development and implementation of a General Plan.

Technical disciplines and procedures involved in planning, building, code compliance, business licensing and neighborhood preservation.

Federal, state and local laws, ordinances, policies and procedures.

Principles of administration and management.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training, motivation and performance evaluation.

Management skills to analyze programs, policies, and operational needs.

Principles and practices of program development and administration.



Ability and Skill to:

Direct the preparation of designs and plans, field studies, inspection, contracts and related analyses.

Establish, implement and evaluate administrative and operational policies, practices and procedures.

Prepare and monitor a large and complex budget.

Plan, organize, direct, and coordinate the work of assigned staff.

Lead and direct the operations, services, and activities within the Community Development department.

Develop and administer departmental goals, objectives, and procedures.

Train, supervise, evaluate, motivate and discipline subordinate personnel.

Negotiate and administer agreements and contracts.

Analyze data and information and prepare complex reports.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in planning, public administration, business administration or related field and seven (7) years increasingly responsible experience in planning or development, including three (3) years supervisory experience. Masters degree highly desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.



ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio and copying machine

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

