

CITY OF RIO VISTA

DIRECTOR OF COMMUNITY DEVELOPMENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans manages, oversees and directs the operations and services of the Community Development Department which includes planning, building inspection and compliance, code enforcement, economic development, engineering services, redevelopment and community block grant programs; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council, City Manager and Planning Commission; performs other related duties as required. This position is at-will and is appointed by the City Manager and may act as the Acting City Manager if so designated.

DISTINGUISHING CHARACTERISTICS:

The **Director of Community Development** is a confidential department head level class which oversees all functions and operations of the Community Development Department and is responsible for all municipal and environmental planning, building construction and plans inspection, code enforcement, economic development, engineering services and redevelopment. This classification is distinguished from the lower classifications of Planning Manager and Economic Development Manager by the performance of overall department management responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical and clerical personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Community Development Department activities and services including activities associated with planning, building code enforcement, economic development and engineering services.
- Develops, implements and maintains Community Development Department goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs and coordinates the Community Development Department's work plan through appropriate department staff; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

- Oversees the selection, training and evaluation of programs for all Community Development personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes and regulations.
- Administers the City's Community Block Grant and other entitlement programs.
- Prepares, manages and coordinates the development of the Community Development budget; prepares forecasts of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff and other organizations; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of engineering and planning and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.
- Serves as a key member of the city's Labor Management Team.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports, plans, drawings and work-related documents. Acute hearing is required when providing phone and face-to-face service.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Community Development**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in economic development or urban planning, including at least three years in a responsible management capacity, and a Bachelor's degree in public administration, planning or a related field. A Master's degree may substitute for one year of experience and is strongly desired.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Modern principles, practices and techniques of engineering and planning administration, organization and operation; methods and techniques of supervision, training and motivation; principles and practices of planning, economic development, redevelopment, engineering services, building inspection, and code enforcement; applicable federal, state and local laws, codes and regulations including City, county and state building codes; principles and practices of budget administration; modern office practices, methods and equipment, including a computer and applicable software; occupational hazards and standard safety procedures.

Ability to:

Plan, direct, manage and coordinate the work of the Community Development Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; properly interpret and make decisions in accordance with laws, regulations and policies; analyze complex planning and environmental issues, evaluate alternatives and implement sound solutions; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise, train and motivate department personnel; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of spreadsheet and software applications.