

## CITY OF MADERA

### 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 engineering, planning, building inspection and compliance, and capital facility planning; coordinates activities with other City officials, departments, outside agencies and organizations; provides responsible and complex staff support to the City Council and City Administrator; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Community Development** is the administrative management level class which oversees all functions and operations of the Community Development Department and is responsible for all municipal engineering, planning, building construction and plans inspection, and capital facility planning (water, waste water, drainage, streets, transportation, etc.). This classification is distinguished from the next lower classifications of Planning Manager, Chief Building Official and City Engineer by the performance of overall department management responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Administrator. 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 engineering, planning, building and capital facility planning..
- 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 programs for all Community Development Department 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.

- Manages capital facility planning related to water, wastewater, drainage, streets and transportation; advises on problems having to do with drainage, sewage and development areas within the City and those immediately adjacent to the City; oversees field inspection of building construction, electrical and plumbing in residential, industrial, business and public buildings; enforces state and City building and zoning laws and ordinances; issues building permits.
- 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.

**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 engineering or urban planning, including at least three years in a responsible management capacity, and a Bachelor's degree in engineering, planning or a related field.

**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 engineering, building inspection, code enforcement, and planning; 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 engineering 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.