

CITY OF HUGHSON

COMMUNITY DEVELOPMENT DIRECTOR

*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, organizes, manages and provides administrative direction and oversight for all functions and activities of the Community Development Department. This includes planning, zoning, code enforcement, building administration and regulations, building and safety code compliance, streets, street lights, sidewalk and park maintenance, equipment and vehicle maintenance and procurement, storm drainage, water production and distribution, sewer collection, wastewater treatment, parks and facilities, recreation and parks requirements, buildings and grounds, environmental services, housing, and economic and community development. Also, coordinates activities with other City officials, departments, outside agencies, organizations, and the public; manages the design and review of all engineering and building functions within the City and coordinates activities with the contract City Engineer and Building Inspector. Lastly, provides highly responsible and complex professional assistance and support to the City Manager, Planning Commission, Parks, Recreation and Entertainment Commission and City Council, and its committees, in areas of expertise and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Development Director** is part of the department head level class which oversees all functions and operations of the traditional Planning, Building, Public Works, Utilities and Parks and Recreation Departments and is responsible for administering parks, public works, utilities, housing, economic and community development programs and projects. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering all City operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, with legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, profession, technical consultants and administrative support staff through subordinate levels of supervision.

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

- Confers with developers, land owners, engineers, architects, a variety of agencies and the general public in acquiring information and coordinating planning, development and zoning matters; provide information, advice and assistance regarding City development requirements and policies.
- Directs, manages, and coordinates the planning and zoning, building regulation, environmental services, parks and recreation, buildings and grounds, housing, and CDBG programs.
- Accepts full responsibility for all public works and utilities activities and services, including the management of street, sidewalk and park maintenance, equipment and vehicle maintenance and procurement, storm drainage, water production and distribution, sewer collection, wastewater treatment, parks and facilities; coordinates activities with other City officials, departments, outside agencies, and the public.
- Coordinates activities with the City Engineer and other consultants; reviews a variety of plans; develops and implements the departments' capital improvement program and budget; directs the preparation of plans, specifications, cost estimates and contract documents; oversees the administration of contracts; visits construction sites to ensure conformance of construction to plans or to identify design elements; and reviews and approves all payments and billings for contract services.
- Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area; establishes, in accordance with City policy, appropriate service and staffing levels; allocates resources accordingly.
- Represents the department to other departments, elected officials and outside agencies; explains and justifies department programs, policies and activities; negotiates and resolves sensitive and complex issues.
- Plans, directs and develops the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates organizational effectiveness and productivity; identifies and resolves problems and/or issues.
- Prepares, develops, and implements short and long-range plans for community improvements, develops financial strategies for implementing community improvement and secures participation and input from property owners, service providers and other stakeholders.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs the preparation of and implementation of adjustments as necessary.
- Coordinates departmental activities with those of other departments and outside

agencies and organizations, provides staff assistance and acts in an advisory manner to the City Manager and City Council; prepares and presents staff reports and related correspondence.

- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of current trends and innovations in the field of community development; provides administrative and staff support to the Planning Commission, Parks, Recreation and Entertainment Commission and other boards and commissions as assigned.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, gutters, buildings, traffic control, parks, trees, storm drains, water facilities, sewer collection, wastewater treatment plant, and other related facilities and equipment for maintenance, repair and replacement.
- Performs required duties under the City's disaster response plan.
- Prepares bid packages for public works, parks, and other facility projects and manages through completion.
- Selects, trains, motivates and evaluates department personnel. Provides and/or coordinates staff trainings for employees to enhance productivity or correct deficiencies including implementing disciplinary procedures if appropriate.
- Directs the preparation and administration of the City's General Plan and makes recommendation for amendments or modification when appropriate.
- Directs departmental services to provide effective and efficient service to customers.
- Attends and participates in professional and community meetings; stays current on issues relative to the fields of planning, building, code enforcement, public works, utilities and parks and recreation and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, developers, property and business owners, consultants and contractors, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination of preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Specific vision ability by this job includes close vision, color vision, peripheral vision and depth perception and ability to adjust focus. Acute hearing is required when providing phone and personal service. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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 ability necessary for the Community Development Director. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive professional experience in Planning and Community Development, Public Works or related service delivery operations, including at least three years in a responsible management capacity. Equivalency to a bachelor's degree in public administration, land use planning, civil engineering, or a related field is required. A master's degree is highly desirable.

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 management practices, principles and techniques of organization and operation; advanced planning and zoning practices, principles and techniques as applied in California; principles, practices and techniques of engineering, including the planning, design, construction, contract management and inspection of municipal public works; economic development best practices and strategies; principles and practices of program and budget development, administration and evaluation; principles and practices of street and parks maintenance, equipment maintenance, storm drainage system maintenance, water system maintenance, wastewater treatment plant maintenance, facilities maintenance, capital projects, and public utilities; and

applicable federal, state and local laws, codes and regulations.

Ability to:

Plan, direct, manage and coordinate the work of the department and its staff and consultants; read and interpret plans, maps, sketches, drawings, specifications and technical manuals; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; develop, present and administer a sound budget; facilitate group participation and consensus building; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines and direction; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; 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 word processing and software applications.