



FLSA: EXEMPT
EEO: 2
OCTOBER 2024

Community Development Director

DEFINITION

Under administrative direction, plans, organizes and directs the Community Development Agency activities, including the departmental functions of planning, building, code enforcement, public works and environmental health; functions as Planning Director; provides expert professional assistance to the Board of Supervisors and County management staff in areas of responsibility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a department director classification with overall responsibility, through subordinate managers, for the County's Community Development Agency (comprising Building, Planning, Code Enforcement, Environmental Health, Public Works and Solid Waste). This classification is accountable for accomplishing Agency goals and objectives, and for furthering County goals and objectives within general policy guidelines. Responsibilities include directing, coordinating and supervising the work of Agency staff, preparing and administering budgets, and performing a broad range of complex professional community development work.

REPORTS TO

County Administrative Officer.

CLASSIFICATIONS SUPERVISED

This classification supervises the management and supervisory staff of the Community Development Agency.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plans, organizes, assigns, directs, reviews and evaluates the Community Development Agency activities; coordinates activities of the departments within the Agency and with other agencies and County departments
- Manages the daily operations of the Planning Department
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Agency
- Directs the preparation and administration of the Agency budget
- Performs complex and sensitive professional level work in any of the Agency areas
- Ensures effectiveness and efficiency of Agency departments and programs; ensures consistency and compliance with legal parameters, community needs and Board policy
- Directs and reviews the work of contract consultants providing assistance to Agency departments
- Directs the selection, evaluation, training and development of departmental staff; interprets County policies and procedures to staff
- Confers with and provides professional assistance to members of County departments on Agency matters
- Conducts or directs analytical studies of Agency activities; develops and reviews reports of findings, alternatives and recommendations; advises Board of Supervisors on a broad range of issues
- Represents the County in meetings with representatives of governmental agencies, professional, business and community organizations, and the public
- Monitors developments related to Agency matters; evaluates their impact upon County operations and recommends and implements policy and procedural improvements

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation, contract administration, personnel management, and employee supervision
- Federal, State and local laws affecting the Agency
- Public relations, community needs and County programs and services
Principles and practices of environmental quality control, and public health and safety
- Basic knowledge of, and legislative issues relating to, planning, zoning, building construction, State Planning Act, Subdivision Map Act, Uniform Building Code, California Environmental Quality Act

- Purposes and procedures of public planning agencies, boards and governing bodies
- Laws, regulations and ordinances governing planning and land use, building, environmental health, and public works.
- Laws, codes and safety regulations and codes related to planning.
- Principles, techniques, and trends in community development
- Environmental impacts of changes in land use
- Budget development and control
- Principles of project planning, coordination and direction
- Principles of public administration and staff supervision, training and evaluation

Ability to:

- Planning, organizing, assigning, directing, reviewing and evaluating Agency activities
- Selecting, training, motivating and evaluating assigned staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Agency activities
- Preparing, verifying, analyzing and reconciling complex reports and recommendations
- Directing and coordinating the work of others through various supervisory levels and providing assistance on complex problems
- Exercising sound independent judgment within general policy guidelines
- Establishing and maintaining effective working relationships
- Representing the County effectively in meetings
- Preparing clear, concise, and competent reports, correspondence and other written materials

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination to operate office and field engineering equipment; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

TYPICAL WORKING CONDITIONS

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

TRAINING AND EXPERIENCE

Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education

Equivalent to graduation from a four (4) year college or university with a major course in land use planning or work in a closely related field. Work in public planning is highly desirable.

Experience

Five (5) years of progressively responsible experience in governmental or similar land use planning work, preferably at least three (3) years in a lead or supervisory capacity.

SPECIAL REQUIREMENTS

Possession of an appropriate California Driver's License issued by the Department of Motor Vehicles.