

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

COMMUNITY DEVELOPMENT DIRECTOR

JOB PURPOSE

Under administrative direction, is responsible for organizing and directing the City's Planning Department, including the current and advanced Planning Program, preparation and maintenance of the General Plan, Code Enforcement, and the development and implementation of the city's Economic Development policies; assisting with the Redevelopment Agency plan; and performs related work as required or assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Plans for and coordinates the interests of private and public developers with those of the general public to encourage the most suitable ultimate development of the City.
- Coordinates planning and development activities with the activities of other City departments and private and public agencies.
- Provides effective professional advice and assistance to business leaders, industries, and various other groups and agencies.
- Explains new and revised programs to lay and professional groups.
- Assures that the City's General Plan remains current and is being applied. Reviews applications scheduled for Planning Commission or other meetings and approves or revises draft reports and recommendations.
- Finalizes agendas for Planning Commission.
- Attends Planning Commission, City Council and other appropriate public review bodies as required.
- Keeps abreast of professional developments in the field of City planning and community development by outside reading and attendance at professional meetings.
- Oversees the preparation of the departmental budget.
- Directs the assignment of departmental personnel and training of new employees.
- Resolves work and disciplinary problems.
- Plans and installs improvements in the organization and work of the department.
- Prepares reports to the City Council as needed.
- Directs the maintenance of records on work progress and prepares periodic reports of department activities.
- Meets with City Manager to discuss and resolve problems and brief him concerning work of the department.
- Answers questions and complaints from the public regarding work of the department.
- Assists in preparation of data for annexations, zoning, assessment districts, and other planning studies.
- Interprets laws, legislation, codes relating to planning and housing rehabilitation programs.
- Coordinates and implements Code Enforcement functions.
- Directs the coordination, formulation, and management of projects dealing with economic development.
- Monitors developments related to planning, building and redevelopment activities; evaluates their impact on city operations and implements policy and procedure improvements.

Marginal Duties:

- Makes field trips and investigations pertaining to planning projects.
- Performs related work as required.
- Delivers speeches and briefs the media concerning community development subjects.
- Represents the City on various community committees.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to a Master's Degree in Urban Planning or related field, and extensive experience in municipal government planning, at least four years of which shall have been in an increasingly responsible administrative or supervisory position, preferably in a California city; possession of a valid California motor vehicle operator's license.

Ability to: Effectively plan, organize and direct planning and community development programs in accordance with modern practices and standards; analyze difficult programs and problems, and develop positive courses of action; instruct subordinates in proper work methods and supervise their work; write clear concise reports; exercise good professional judgment and tact; reason and learn new techniques and equipment such as computer hardware and software; read, comprehend and apply moderately complex documents; follow oral and written instructions; speak effectively in making presentations to staff and the public; establish and maintain effective working relationships with the public, City staff, City Council and City advisory boards; plan and prioritize own work independently and meet established deadlines; interpret economic, sociological, and statistical data; participate with top management on a team basis; recognize and resolve problems; and exhibit initiative and resourcefulness in handling complex technical and managerial problems. Prepare graphic presentations, technical reports; prepare, revise, and interpret a sound planning and zoning program for the city. Must be able to address large audiences and officiate public meetings; have sound understanding of land use planning; real estate development; development financing.

Knowledge of: Comprehensive knowledge of principles and practices of city planning; physical, social, and economic implications involved in planning; comprehensive knowledge of research methods, including statistics; knowledge of governmental organizations, transportation, communications, and public utility systems as related to planning. A working knowledge of the California Uniform Building Code and the regulations which pertain to construction and code enforcement. Position requires knowledge of California Redevelopment Law; comprehensive knowledge of urban planning processes; knowledge of building design, construction management, loan packaging, rehabilitation finance, and grantsmanship is desired. Knowledge of those aspects of economics, finance, laws, architecture and sociology which apply to community development; principles of organization, supervision, and employee training; and proper English grammar and usage.

CITY COUNCIL APPROVAL: April 17, 1996