



September 2008
FLSA: EXEMPT

ASSISTANT TOWN MANAGER/ECONOMIC AND COMMUNITY DEVELOPMENT

DEFINITION

The position of Assistant Town Manager/Economic and Community Development is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives all direction and supervision from the Town Manager. Under policy direction from the Town Manager, the Assistant Town Manager of Economic and Community Development plans, organizes, directs and integrates the Town's economic and community development activities; provides expert professional assistance to Town management in areas of expertise, including business recruitment and retention, redevelopment activity, housing and community development programming, general plan and community development block grant administration, and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of the Economic and Community Development Department, including short and long-range planning, development, and administration. This class provides assistance to the Town Manager, Council, Planning Commission, and various advisory committees in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies, conducting significant political outreach, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages and supervises the community and economic development departments to achieve the Town's goals within available resources, plans and organizes workloads and staff

assignments, and evaluates assigned staff and reviews progress and directs changes as needed;

- Plans departmental long-range operational needs with respect to equipment, personnel, and services and supervises the implementation of such plans;
- Establishes policies and procedures for the department in order to implement directives from the Town Manager and Town Council;
- Formulates, issues, and enforces departmental rules, regulations, and procedures in accordance with applicable Town polices for all department members, handles grievances, and maintains departmental discipline and the general conduct of assigned personnel;
- Responds directly or through subordinate staff to public or other inquiries relative to economic development community development, planning and zoning regulations and ordinances and resolves complex disputes involving department policies and procedures on specific projects and other information;
- Supervises and coordinates the development of plans for land use, including location of commercial, industrial, and residential areas;
- Directs the analysis of population density and growth information, and economic development trends for use in related planning research;
- Supervises and coordinates the review of development plans and proposals submitted to the Town. Assures all development proposals meet with the various provisions of the Town's regulations and policies, and are consistent with existing zoning for the parcel in question and conditions of previous zoning approval;
- Supervises and coordinates the preparation and presentation of the annual department budget;
- Supervises and coordinates monthly reports to the Town Manager regarding the departments' activities and prepares a quarterly report as appropriate for presentation to the Town Council;
- Attends conferences and meetings to keep abreast of current trends in the profession, represents the department in a variety of local, county, state and other meetings and performs other duties as required.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, town-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, and procedures of a California Redevelopment Agency, economic development, planning, and housing programs.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, urban planning regulations, natural resource protection, and environmental laws.
- Revolving loan program management, including lending procedures and eligibility requirements.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

- Technical, legal, financial, and public relations problems associated with the management of redevelopment, economic development, planning, engineering, building and safety, and housing programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person, in writing, and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff, and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Town programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

A candidate for this position should possess a minimum four-year college or university degree in economic development, urban planning or a closely related field. 10 years of progressively responsible professional economic development or urban planning experience, at least 6 of which have been in a supervisory capacity, or any equivalent combination of education and experience will qualify for appointment to this position. A master's degree in public administration is highly desirable.

License:

- Valid California Class C driver's license with satisfactory driving record and automobile insurance.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.