



May 2007
FLSA: EXEMPT

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under general direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Development Division, including current planning, advance planning, zoning, and environmental impact studies; coordinates assigned activities with other Town departments, officials, outside agencies, and the public; fosters cooperative working relationships among Town departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Director of Economic and Community Development and other Town management staff in areas of expertise; serves as the Town's Chief Planning Official; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Economic and Community Development. Exercises general and direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is an assistant department head classification that directs and participates in all activities of the Community Development Division, including short- and long-range planning, development, and administration. This class provides assistance to the Director of Economic & Community Development 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 Division with those of other departments and agencies and managing the complex and varied functions of the Division.

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.

- Participates in the development, manages, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Community Development Division; established within Town policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the division's budget.
- Trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with departmental standards, including program and project priorities and performance

- Contributes to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Administers and implements the Town's General Plan and zoning ordinances, including providing staff direction regarding division policy interpretation and conducting meetings with the public regarding related issues.
- Oversees Town compliance with current environmental laws and acts, including providing necessary direction and updated information to staff, setting policies, and drafting a variety of review reports.
- Participates in advanced-level land use and planning activities, including analyzing and reviewing complex development proposals; negotiates and manages consultant contracts for planning projects as well as development agreements.
- Provides project management for the most complex planning studies; analyzes site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services for all planning applications; ensures compliance with Federal, State, and local laws, rules, and regulations.
- Confers with engineers, developers, architects, and a variety of agencies and the general public in acquiring information and coordination of planning, zoning, subdivision, building, environmental, and related matters; provides information regarding Town development.
- Represents the Community Development Division to other Town departments, elected officials, and outside agencies; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and Town division representatives to determine Town needs and requirements for contractual services.
- Participates in and makes presentations to the Town Council, Planning Commission, and a variety of other commissions and advisory committees; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Community Development.
- Serves as primary staff support to the Planning Commission; manages the Planning Commission agenda preparation process, including the preparation, review, and approval of staff reports, special studies, and related work product.
- Maintains and directs the maintenance of working and official files.
- Monitors changes in laws, regulations, and technology that may affect Town or divisional operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director of Economic and Community Development.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts as the Director of Economic and Community Development in his/her absence.
- Performs other duties as assigned.

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.
- 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 principles and regulations, natural resource protection, and environmental laws.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies.
- Applicable Federal, State, and local laws, codes, and regulations, such as NEPA and CEQA.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of community development programs.
- Methods and techniques for writing and presentations, contract negotiations, mediation and arbitration, business correspondence, and information distribution; research and reporting methods, techniques and procedures.
- 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 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 division and the department.
- 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, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Develop, recommend, interpret, and apply the Town's General Plan and Development Code.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Town programs and administrative activities.
- Act for the Director of Economic and Community Development in his/her absence.
- Conduct effective negotiations and effectively represent the Town and the division in meetings with governmental agencies, 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.

- Effectively represent the division and the Town in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and seven (7) years of responsible professional urban planning experience with considerable supervisory or administrative experience.

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, 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.