

**Definition:** Under administrative direction, manages the Community Development Department.

**Essential Duties:** The duties of a Community Development Director may include, but are not limited to:

- Planning and directing the activities of the Community Development Department including all planning, zoning, development, environmental review, redevelopment, building inspection, and noise insulation grant services; supervising and coordinating these activities with those of other City departments and agencies.
- Interpreting, enforcing, and proposing amendments to the City's General Plan and related ordinances.
- Directing and participating in the collection, tabulations, analysis, and interpretation of data needed to plan the orderly development of the City's urban areas.
- Presenting and making recommendations on planning, zoning enforcement, building inspection, and related issues to the City Administrator, Planning Commission, City Council, and various citizen advisory groups.
- Conferring with public officials, developers, citizen groups, and the general public on matters related to the City's development regulations and policies.
- Developing policy guidelines and amendments to existing planning and zoning ordinances and/or policies.
- Supervising the administration and enforcement of the City's environmental impact review procedures.
- Related duties as assigned.

**Minimum Qualifications:**

**Knowledge of:** Principles and practices of city planning and governmental administration; principles, practices, problems and methods of public and business administration including organization and methods analysis; trends affecting public planning; federal state, and local laws affecting planning; principles of supervision and training; uniform building codes and other codes enforced by the department.

**Ability to:** Relate to human needs; deal effectively with advisory boards and commissions as well as other elected public officials; collect, analyze, and interpret data; develop a general plan consistent with local needs; formulate land use policies and prepare related ordinances; communicate clearly and concisely both orally and in writing; supervise and train subordinates; establish and maintain cooperative working relationships with City officials, other governmental agencies, and the general public; administer department activities; understand the political climate and work effectively within it; interpret planning, zoning and building inspection programs to the general public; analyze and compile technical and statistical information; plan, organize, direct and evaluate the work of others; think and act quickly in emergencies; judge situations and people accurately; be innovative in developing work methods, programs, and techniques.

**Education:** Equivalent to a bachelor's degree in planning, civil engineering, public administration or a closely related field. A master's degree in planning, public administration, or a closely related field is highly desirable.

**Experience:** Five years of increasingly responsible experience in professional, public planning work including at least two years of supervisory planning and/or inspection experience.

**License:** Must possess and maintain a valid California's Operator's license issued by the Department of Motor Vehicles and a satisfactory driving record.