

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

To provide support and assistance to the Community Development Director in planning, organizing, coordinating and directing the functions of the City's Community Development Department, in the administration and maintenance of the City's General Plan, Zoning Ordinance and other development regulations.

DISTINGUISHING CHARACTERISTICS

This is a management position in which the incumbent operates within a broad range of independence, following general guidelines or professional standards in accomplishing assignments. Assignments are broad in scope and carried out with a significant degree of latitude and independence. This position is distinguished from the higher-level Director of Community Development in that the latter has overall department-wide authority and responsibility. This classification is distinguished from the Economic Development and Housing Manager, Planning Manager, and Building Official management level classifications, in that the Assistant Director assumes responsibility for projects in multiple divisions and may act as the Director of Community Development in their absence.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Community Services annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Director; directs the implementation of improvements.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Director.
- May act as a representative or delegate the responsibility to serve as delegate to educational institutions, government agencies, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Receives and responds to or delegates the authority to respond to inquiries, concerns and complaints regarding department programs, activities and personnel.
- Oversees the preparation of and execution of program publicity brochures, press releases,

flyers, and forms.

- Connects with community stakeholders to identify emerging and existing community needs. Respond to and/or resolve sensitive and/or complex questions or concerns.
- Coordinates and collaborates with other departments, agencies and organizations in program and event planning and implementation as appropriate.
- Represents the department at Commission, City Council and at community meetings, as required.
- Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of

- Operational characteristics, services and activities of a comprehensive community development department.
- Organization and management practices as applied to community development programs, policies and operational needs.
- Project management principles and concepts.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Skills to:

- Analyze technical and administrative information.
- Public speaking, written and oral communications.
- Problem solve and thought processing.

Ability to

- Lead as a member of a networked team.
- Facilitate public meetings.
- Engage in ongoing process improvement review and implementation.
- Maintain and exhibit discretion, honesty and integrity when handling sensitive situations.
- Participate in a collaborative and positive manner with internal and external stakeholders.
- Understand, interpret and explain codes, regulations and policies.
- Provide vision and set operational goals to achieve this vision.
- Deal constructively with conflict and develop solutions.
- Learn quickly and think strategically.
- Generate options and make recommendations.
- Take responsibility.
- Set priorities and multi-task.
- Determine when to seek assistance, refer, inform or escalate a problem.
- Be innovative and willing to take initiative.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Sufficient education and experience to successfully perform the essential duties of this classification. A typical way of gaining the knowledge, skills and abilities would be:

Experience: Six (6) years of professional planning and community development experience

including a minimum of three (3) years of management and administration experience in a supervisory and leadership role.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public policy, planning, urban studies, economics or a closely related field.

Licenses and Certificates

Possession of a valid California Driver's license.

SPECIAL REQUIREMENTS

Work is primarily performed in an office environment with extensive work at a computer workstation. Requires frequent attendance and participation in evening and weekend meetings, field work and site visits to locations, including urban undeveloped and developed areas and open space, underdeveloped land parcels, and project development sites. Travel to professional seminars, meetings as needed.