

**CITY OF SAN CARLOS**  
**ADOPTED CC: 2/12/96**  
**REVISED CC: 2/25/02**  
**REVISED CC: 10/14/02**  
**REVISED CC: 5/12/03**  
**REVISED CC: 4/24/06**  
**REVISED: 9/9/13**

**FLSA Status: Exempt**  
**At-Will**

## **COMMUNITY DEVELOPMENT DIRECTOR**

### **DEFINITION**

This single department head position is responsible for overseeing the Planning, Housing/Redevelopment and Building Division Operations. The Community Development Director provides highly complex and responsible administrative assistance to the City Manager and performs other duties as assigned. The incumbent's employment status is "At-Will".

### **SUPERVISION EXERCISED AND RECEIVED**

Reports to the City Manager. Provides leadership and oversight to the Planning Division, Building Official and administrative support staff. Oversees the building, plan check, housing and redevelopment programs and operations.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Advises City Manager, City Council, Planning Commission and other advisory groups on developing and implementing plans, policies and procedures relating to land use and redevelopment. Attends numerous community meetings.
- Prepares, maintains, and implements the City's General Plan, Specific Plans, and Zoning Code.
- Ensures facilitation and coordination of the processing of permit applications by City departments. Maintains an efficient permit processing system, including the ongoing streamlining of the permit processes.
- Ensures all plans for residential, commercial, and industrial buildings are checked for compliance with applicable codes and policies.
- Plans and directs the activities of the City's Housing/Redevelopment Programs. Establishes programs and financial strategies for implementing redevelopment plans. Prepares estimates of public resources required to meet objectives. Develops, coordinates, and implements a housing strategy, soliciting assistance from citizen groups, private investors and non-profit agencies.
- Plans, assigns, supervises and evaluates the work of the employees who report directly to the Director of Community Development. Maintains a competent and motivated staff through training and development.
- Develops policies and procedures designed to improve these services with the goal of providing quality services to the citizens and community of San Carlos.
- Responds to and resolves complaints tactfully and courteously. Offers options for effective resolutions to difficult situations.
- Responds to inquiries and resolves complaints from the public as assigned.

### **OTHER JOB-RELATED DUTIES**

- Directs and personally completes special projects and staffs special committees as assigned by the City Manager.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge and experience** in leadership roles consistent with these duties; knowledge of procedures, laws and regulations and working knowledge of practices of comprehensive strategic planning principles and techniques, municipal planning, building codes and of redevelopment and housing related to financing, land acquisition, development, construction and rehabilitation; physical, social and economic implications of community development. Knowledge of building inspection activities, construction and design standards. Procedures, requirements, and eligibility criteria related to financing of rehabilitation and development programs. Functions, principles, practices and techniques of program management, budgeting and personnel management.

**Ability to** establish and maintain excellent working relationships based on leadership rather than authority; develop, implement and direct a variety of concurrent planning, redevelopment housing development building and improvement programs. Develop comprehensive strategic plans for department services and ensure excellent customer service as a standard across the department. Learn, retain and use thorough knowledge of local regulations related to development, planning and zoning, enforcement of building, construction, and health and sanitation standards. Communicate clearly and concisely, both orally and in writing. Establish, interpret and explain policies and procedures; interpret and effectively apply pertinent aspects of federal and state laws and regulations. Perform complex financial and statistical analyses, and present complex material in a concise and easily understood format. Ability to establish, maintain and foster cooperative working relations with others contacted in the course of work. Effectively resolve conflict and manage staff.

**Skills** in computer software adequate to perform financial and statistical analyses accurately and efficiently; dealing effectively with people.

### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be five (5) years of experience at the department director level or equivalent in planning or redevelopment, with some relative building department operations experience in a public agency, and a bachelor's degree from an accredited institution, with major course work in planning, public administration, business administration, or a related field. A master's degree is desirable.

### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; ability to work in a standard office environment and use computer software applicable to the job; physical stamina and mental alertness to actively participate in evening meetings and work additional hours to meet deadlines; hear and speak well enough to converse by telephone, in person, and to large groups and be clearly understood; ability to read fine print and computer monitor.

### **LICENSE**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record as determined by the City.