



## Director of Community Development

Department/Division:	Community Development/Administration
Reports To:	City Manager
Provides Direction To:	Building Official, Planning Manager, Senior Management Analyst, Executive Assistant
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	September 8, 2014
City Council Resolution #:	

### GENERAL PURPOSE

Under general direction of the City Manager, plans, directs, organizes, budgets, and oversees the programs, projects, and operations of the Community Development Department; directs planning, building and safety, code enforcement, and traffic engineering services, and acts as liaison to the City's Planning Commission, Traffic Committee, Building Appeals Board, Parking and Public Improvements Commission, and other bodies; instills ethical decision-making, public responsiveness, and innovation in the delivery of services; participates as a member of the City's Executive Management Team; and performs other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Director of Community Development is distinguished from the Building Official and Planning Manager by its broader scope of responsibility, external interfaces, budgetary accountability, and direct reporting relationship to the City Manager, and its direct support of the City Council, Planning Commission, and other appointed bodies, committees, and task forces.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Directs, plans, manages, and evaluates the operations, programs, staffing, policies and procedures of the Community Development Department; establishes, prioritizes, and evaluates the attainment of departmental goals.
2. Participates in meetings with developers, applicants, residents, and the City Manager and department heads.

## **ESSENTIAL FUNCTIONS (continued)**

3. Oversees planning, building and safety, code enforcement, and traffic engineering functions, and the organization and completion of major studies, projects and assignments within the department; conducts site inspections.
4. Directs the preparation of departmental reports, and reviews major land use, building and safety, code enforcement, and traffic issues with staff, other managers, commissions, committees, task force representatives, the City Manager and City Council.
5. Presents policies and recommendations, and acts as staff liaison to the City Council, Planning Commission, Parking Improvement Commission, and various Committees, and task forces regarding variances, conditional use permits, zoning changes, specific plans, development agreements, and other alterations in the General Plan, Zoning Code, local coastal plan, and other codes and regulations.
6. Develops, coordinates, and oversees changes to the City's General Plan, Zoning Ordinance, local coastal plan, building and safety standards, and code enforcement ordinances.
7. Develops, evaluates and presents departmental operating and capital budgets; manages and evaluates block grant program expenditures.
8. Coordinates departmental activities with other City departments, public and private agencies, and attends professional meetings and conferences.
9. Oversees the administration of professional consulting services contracts.
10. Selects, trains, motivates, and evaluates staff; prepares and presents employee performance evaluations; provides or coordinate staff training; works with employees to correct deficiencies; recommends and implements disciplinary procedures in consultation with Human Resources and the City Manager's Office.
11. Participates as a member of the City's Executive Management Team.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Theories, principles, and practices of urban planning, zoning, building and safety, community code enforcement and traffic planning; principles, standards, practices, information sources, and trends in the fields of current and advance planning; National Environmental Policy Act, California Environmental Quality Act, California Coastal Act, Subdivision Map Act, and Uniform Building and Safety Codes; land use planning, physical design, building construction, environmental design standards, and social and economic factors; City Municipal Code and related ordinances and County health and safety regulations and relationships to development policies, issues, and practices; budgetary planning and management practices; principles of economics, statistics and demographics; grant programs as related to planning, community development and housing; theories of management; principles of project management, program development and administration; principles of employee development, supervision, and evaluation.

### **Ability to:**

Plan, organize, and direct departmental planning, building, and traffic programs and services, including the work of staff and consultants; review and approve projects and plans for conformance with the City's General Plan, Zoning Ordinance, Municipal Code, California Coastal Commission Act, Subdivision Map Act, California Environmental Quality Act, and a range of other federal, State, County, and local land use laws, codes, regulations, and development, traffic engineering, and environmental standards; read and interpret construction plans; direct the compilation and presentation of staff, technical, and consulting reports; formulate and manage department budget; direct the selection, training, supervision, coaching, evaluation, and disciplining of departmental personnel; analyze plans, specifications and proposals and consider design issues and standards and make appropriate recommendations; communicate effectively, both orally or in writing; operate modern office equipment and computer hardware; use word processing, spreadsheet, and related software; prepare and make presentations to the City Council, Commissions, regional agencies, and advisory committees; establish and maintain effective working relationships with staff, management, consultants, contractors, developers, governmental officials, media, commissioners, and public and private representatives, and others in the course of work.

### **Education/Training/Experience:**

Bachelor's Degree from an accredited four-year college or university with a major in Urban and Regional Planning, Geography, Public Administration or a related field is required. Eight years of responsible professional, administrative and managerial experience involving planning, zoning, and community development matters within local government is required, including three or more years of supervisory work. A Master's Degree in Urban Planning, Public Administration or a related field is desirable.

## **Licenses, Certificates; Special Requirements:**

Certification by the American Institute of City Planners (AICP) or a related organization is desirable.

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours, including evenings, weekends, and holidays in order to complete projects, and attend meetings and functions.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

## **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Demands**

While performing the duties of this class, the employee is required to sit, stand and walk. The sensory demands include the ability to talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate computer hardware and standard office equipment; reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents weighing at least 25 pounds.

Sensory demands include the ability to see, talk, and hear.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently and meet changing deadlines given interruptions; and interact appropriately with staff, management, City officials, architects, developers contractors, consultants, public and private representatives, and others in the course of work.

## **WORK ENVIRONMENT**

The employee works in office conditions with controlled temperature settings.

The employee occasionally drives to project sites and meetings and is subject to traffic, variable weather conditions, construction noise, and dust and debris.

The employee is required to attend meetings and functions and work extended hours, including evenings, holidays, and weekends.