

City of Capitola

COMMUNITY DEVELOPMENT DIRECTOR

GENERAL PURPOSE

Performs a variety of supervisory, administrative, and professional work in development and implementation of community development plans, programs and services.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over all department staff, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises community development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional planning and development advice to council members and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Supervises the development and implementation of land use, economic development, utility, housing, transportation, park and open space, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets.

Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.

Supervises the evaluation of land use proposals to insure compliance with applicable City, State or Federal laws. Oversees approval of shoreline development permits, sign permits, short subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.

Prepares and administers annual operating budget.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Provides staff support to various boards and commissions, as needed and assigned.

Monitors inter-governmental decisions and legislative affecting department operations and takes appropriate action.

Serves when needed as a member of a task force or committee composed of city, county, state or private groups.

Prepares and writes grant applications.

Administers Community Development Block Grant (CDBG) and other state and Federal grant programs as assigned.

Serves as Deputy Executive Director of the Redevelopment Agency, and supervises the Redevelopment Agency's housing programs.

Oversees the development and maintenance of a data base of information for planning and community development purposes.

Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex disputes between planners, program manager and applicants, as required.

Negotiates, coordinates and manages professional service contracts.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

PERIPHERAL DUTIES

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Assists in designs for parks, streetscapes, landscapes and other municipal projects including low and moderate income housing.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, public administration or a closely related field, and

(B) Five (5) years experience in community development; or

(C) Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience.

Necessary Knowledge, Skills and Abilities:

(A) Thorough knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications; Considerable knowledge of HUD Community Development Block Grant and other urban development programs.

(B) Skill in the operation of the listed tools and equipment.

(C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to prepare and analyze comprehensive and technical reports and data.

SPECIAL REQUIREMENTS

Valid California State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.