

CITY OF SCOTTS VALLEY

***CLASS SPECIFICATION
COMMUNITY DEVELOPMENT DIRECTOR/
DEPUTY CITY MANAGER***

JOB PURPOSE

Under administrative direction, to perform high level managerial and professional staff work for the City Manager; to function as a director, managing several departments and/or divisions; to serve as a member of the management team, assisting other members in reviewing and analyzing City operations to achieve effective and efficient operations; may perform the functions of the City Manager in the Manager's absence; to plan, organize, direct, and administer the City's planning department, building division, code enforcement, and the development and implementation of the City's economic development policies; assisting with the redevelopment agency plan; and performs related work as required or assigned.

DISTINGUISHING CHARACTERISTICS

This job class functions at a department head level of classification and is responsible for the effective administration over the Planning and Building Department as well as other departments/divisions as assigned by the City Manager.

EXAMPLES OF DUTIES

Essential Duties:

- < Plans for and coordinates the interests of private and public developers with those of the general public to encourage the most suitable ultimate development of the City.
- < Coordinates planning and development activities with the activities of other City departments and private and public agencies.
- < Provides effective professional advice and assistance to business leaders, industries, and various other groups and agencies.
- < Explains new and revised programs to lay and professional groups.
- < Assures that the City's General Plan remains current and is being applied.
- < Reviews applications scheduled for Planning Commission or other meetings and approves or revises draft reports and recommendations.
- < Finalizes agendas for Planning Commission.
- < Attends Planning Commission, City Council and other appropriate public review bodies as required.
- < Keeps abreast of professional developments in the field of City planning and community development by outside reading and attendance at professional meetings.
- < Oversees the preparation of the departmental budget.
- < Directs the assignment of departmental personnel and training of new employees.
- < Resolves work and disciplinary problems.
- < Plans and installs improvements in the organization and work of the department.
- < Directs the maintenance of records on work progress and prepares periodic reports of department activities.

- < Meets with City Manager to discuss and resolve problems and brief him concerning work of the department/division assigned.
- < Answers questions and complaints from the public regarding work of the department.
- < Assists in preparation of data for annexations, zoning, assessment districts, and other planning studies.
- < Interprets laws, legislation, codes relating to planning and housing rehabilitation programs.
- < Coordinates and implements Code Enforcement functions.
- < Directs the coordination, formulation, and management of projects dealing with economic development.
- < Monitors developments related to planning, building and redevelopment activities; evaluates their impact on city operations and implements policy and procedure improvements.
- < Analyzes complex personnel issues and problems; evaluates alternatives, and develops and implements effective courses of action.
- < Receives, investigates, and resolves difficult and complex complaints and requests.
- < Prepares and/or approves a variety of technical studies, reports, and correspondence.
- < Represents the City and assigned departments in meetings with community organizations, the public, private organizations, businesses, boards, commissions, and other government agencies.
- < May meet with employee representatives to resolve labor relations issues.
- < Participates with citizens' groups and organizations to promote the City's position on community development issues.
- < Investigates problems and complaints as directed.
- < May serve as City Manager in the Manager's absence.

Other Duties:

- < Performs related duties and other management functions as required or assigned by the City Manager.

EMPLOYMENT STANDARDS

Education, Experience, and Licenses: Any combination equivalent to a Master's Degree in Urban Planning or related field, and extensive experience in municipal government planning, preferably in a California city; broad and extensive working experience or education in public administration, municipal management, including at least five (5) years in a management capacity; possession of a valid California motor vehicle operator's license.

Ability to: Effectively plan, organize and direct planning and community development programs in accordance with modern practices and standards; analyze difficult programs and problems, and develop positive courses of action; instruct subordinates in proper work methods and supervise their work; write clear concise reports; exercise good professional judgment and tact; reason and learn new techniques and equipment such as computer hardware and software; read, comprehend and apply moderately complex documents; follow oral and written instructions; speak effectively in making

presentations to staff and the public; establish and maintain effective working relationships with the public, City staff, City Council and City advisory boards; plan and prioritize own work independently and meet established deadlines; interpret economic, sociological, and statistical data; participate with top management on a team basis; recognize and resolve problems; and exhibit initiative and resourcefulness in handling complex technical and managerial problems. Prepare graphic presentations, technical reports; prepare, revise, and interpret a sound planning and zoning program for the city. Must be able to address large audiences and officiate public meetings; have sound understanding of land use planning; real estate development; development financing; prepare budget estimates and control expenditures; analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations; coordinate the activities of assigned City departments/divisions; represent the City Manager with high standards of ethics, professionalism, and dedication.

Knowledge of: Comprehensive knowledge of principles and practices of city planning; physical, social, and economic implications involved in planning; comprehensive knowledge of research methods, including statistics; knowledge of governmental organizations, transportation, communications, and public utility systems as related to planning. A working knowledge of the California Uniform Building Code and the regulations which pertain to construction and code enforcement. Position requires knowledge of California Redevelopment Law; comprehensive knowledge of urban planning processes; knowledge of building design, construction management, loan packaging, rehabilitation finance, and grantsmanship is desired. Knowledge of those aspects of economics, finance, laws, architecture and sociology which apply to community development; principles of organization, supervision, and employee training; and proper English grammar and usage; principles and practices of the management of a large and diverse organization including organization and management of work, effective supervisory practices, staff development, and personnel administration, and labor relations; methods and techniques of budget development and management; federal, state, and local laws, codes, regulations, and ordinances affecting City operations and facilities; disaster and safety management programs and operations; applicable City policies, procedures, and memoranda of understanding related to budgeting, administration, and personnel; analytical techniques and effective methods of solving problems and promoting good management and leadership within the City management team.

CITY COUNCIL APPROVAL: April 5, 2000