



Director of Community Development

Definition

Under administrative direction, to plan, supervise and coordinate the planning activities of the City. To administer the zoning regulations of the City. To oversee the Building Inspection activities of the City. To supervise the housing program, and to do related work as required.

Typical Job Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Plans, organizes and personally performs the more technical aspects of the work of the department.

Directs the maintenance and revision of a comprehensive plan, including land use, streets and highways, transportation and community design.

Serves as technical consultant to the Planning Commission and prepares and presents reports and recommendations to that body.

Serves as advisor to other assigned commissions and committees.

Administers zoning regulations to include recommendations on zoning, use permit and variance applications.

Advises the City Manager and the City Council on planning and development matters.

Oversees and reviews the work of building inspection, enforcing state and City building laws and ordinances, and issuing of building permits.

Reviews and investigates violations of building and zoning laws.

Supervises the administration of various housing programs.

Coordinates the activities and programs of various other agencies with City plans.

Administers a program of public relations, including preparation and presentation of oral and written reports.

Supervises the employment and training of a staff of subordinate personnel.

Qualifications

Knowledge of:

Principles, objectives and procedures of municipal planning and development control.

Techniques used in the development and maintenance of comprehensive plans.

State laws relating to subdivision, annexation, zoning and land use.

Ability to:

Collect and analyze data.

Prepare clear and concise reports.

Supervise employees.

Establish and maintain effective relationships with City officials, employees and the public.

Speak and write effectively.

Licenses and Certifications

Must possess a valid California Motor Vehicle Operators License.

FLSA: Exempt
Est. 7/1971
Rev. 1/1989, 12/2008