

COMMUNITY DEVELOPMENT DIRECTOR

GENERAL:

As a Department Head, this position is charged with managing and coordinating the City's development related activities, including Planning, Building, Code Enforcement, Housing, Redevelopment, and Economic Development. The position normally serves as the Acting City Administrator in the absence of the City Administrator.

SUPERVISION RECEIVED AND EXERCISED:

The Community Development Director position reports directly to the City Administrator, who provides general supervision and direction.

REPRESENTATIVE ESSENTIAL DUTIES:

Plans, organizes, directs and coordinates Planning, Building, Housing, Code Enforcement, Redevelopment and Economic Development activities & functions.

Ensures major proposals and projects are properly handled and coordinated.

Coordinates development activities with other Departments and agencies.

Directs and participates in the development of City goals, objectives and priorities.

Prepares reports and presents items to City Council and other commission/boards.

Supervises, selects, trains and evaluates staff and addresses any deficiencies.

Prepares, submits and administers budgets of responsible areas.

Formulates, proposes and implements Department rules, policies and procedures.

Ensures that the City applies for and properly administers grants and RDA funds.

Normally serves as the Acting City Administrator in the absence of and when authorized by, the City Administrator.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Knowledge of:

Applicable Federal and State laws, rules and regulations including those related to Planning, Environmental Review, Redevelopment, Building and Housing.

Modern Community Development Administration including planning techniques, building codes, economic development activities, revitalization efforts, land use economics and real estate.

Federal, State and local government organization and regulations.
Methods involving the conduct of research assignments and report preparation.
Correct English language usage, grammar, spelling and punctuation.

Ability to:

Properly interpret laws, regulations and policies.

Establish and maintain positive and cooperative relationships with City officials and employees, business representatives and developers, community based groups, representatives of other agencies and the public.

Prepare clear and concise recommendations, reports, and correspondence.

Make effective and informative presentations at meetings and to groups.

Analyze, understand, interpret and present data.

Employ good judgment in accordance with established procedures and policies.

Utilize word processing, spreadsheet and other computer programs.

PHYSICAL REQUIREMENTS:

Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential duties.

Must be able to sit at a confined work station or at a conference table for extended periods while performing essential office duties.

Must have a clear field of vision and adequate hearing for observation and understanding while performing essential field duties.

EDUCATION. LICENSES AND EXPERIENCE:

Bachelor's Degree from an accredited college or university, with major work in Planning, Public Administration or related fields. A Masters degree is preferred.

Five years of responsible management experience in Planning, Economic Development and Building fields. Building Official Certification would be helpful.

GENERAL:

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

THIS POSITION IS EXEMPT FROM THE CLASSIFIED SERVICE OF THE CITY
OF GRASS VALLEY.

THE CITY OF GRASS VALLEY IS AN EQUAL OPPORTUNITY EMPLOYER