



CITY OF CITRUS HEIGHTS

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Community Development Department including planning, building inspection, and housing and human services-related activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS

The Director level recognizes classes with full responsibility for the administration of a city department.

SUPERVISION RECEIVED AND EXERCISED

- Receives administrative direction from the City Manager.
- Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.
- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Council and relevant boards and commissions; and, prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; and, monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; and, maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Provide high level professional planning expertise for the department; ensure compliance with the city's General Plan and zoning regulations; manage complex development projects; and, negotiate with developers.
- Direct the building inspection operation; ensure compliance with applicable laws; program inspections to be timely and customer oriented.
- Oversee, direct, coordinate and ensure legal compliance of state and federal housing programs, and federal grants.
- Oversee and coordinate activities related to the CDBG program; oversee process and requirements for allocation and expenditure of funds.

- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; and, provide technical assistance as necessary.
- Manage various commissions and task forces to ensure compliance with City Council direction.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of public administration, management and organizational theories.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state and federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of city planning and urban development processes, zoning requirements and building codes.
- Principles and practices of state and federal housing programs, issues and development of housing policy.
- Principles and practices of CDBG processes and requirements for allocation and expenditure of funds.
- Principles and practices of building inspections and regulation.
- Modern land use principles, infill development, and other current planning techniques.
- Methods and techniques for issuance of permits and inspection procedures.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, state and federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration and grant administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Plan, direct and control the administration and operations of the department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Develop and implement department policies and procedures.
- Demonstrate political acumen; deal positively with confrontation and controversial issues; and facilitate community participatory decision making to resolution.
- Coordinate and oversee planning services, housing and human services programs, and building inspection activities to ensure provision of efficient services to the community.

- Ensure compliance with all legal requirements and regulations of local, state and federal programs and services.
- Oversee processes to obtain funding for state and federal programs through grants and other sources.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply city policies, procedures, rules and regulations.
- Supervise, train, observe performance and evaluate assigned personnel.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in public administration, planning, community development, or housing, including four years of supervisory and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, land use planning, community development or a related field. Master's degree in a related field is highly desirable.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; lift or carry 10 pounds or less.

File:	Community Development Director
FLSA:	Exempt
Created:	1/1/02
Revised:	7/29/03 Added Section 504 language 08/2019 update format; technical updates, delete references to code enforcement