CITY OF CAMARILLO

Assistant Director, Community Development	Job Code: 702 FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Assists in planning, directing, managing, and overseeing the activities and operations of the Community Development Department including current and long-range planning, design review, environmental review, growth management, building and safety, economic development, code compliance, and housing programs and functions; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to Director, Community Development; and serves as acting Director, Community Development as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists the Director, Community Development in managing the services and activities of the Community Development Department including current and long-range planning, building and safety, economic development, code compliance, Community Development Block Grant, housing, and related programs and functions; directs and oversees the work of designated functions of the department.

2. Participates in managing the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.

3. Participates in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

5. Plans, directs, and coordinates, through subordinate level staff, the work plan for assigned Community Development Department functions and activities; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

6. Manages and participates in the implementation, administration, and updating of the City's General Plan; prepares the General Plan Annual report to the State.

7. Applies and interprets City Municipal Code and state regulations related to City planning and community development, economic development, environmental assessment, CDBG, housing, and code compliance.

8. Reviews staff reports and prepares reports and presentations for City Council, Planning Commission, and other meetings as assigned.

9. Participates in the development and administration of policies and regulations relating to land use including planning, General Plan and Specific plans, zoning and annexations, economic development, CDBG, housing, and code compliance.

10. Supervises and conducts application reviews for planned residential development, commercial and industrial projects, use permits, variances, zoning changes, and annexations; supervises and implements the City's Growth Management Ordinance.

11. Directs and coordinates preparation of environmental impact reports including administering contracts with environmental consultants and other external resources.

12. Directs and oversees preparation of Specific Plans and other long range planning studies.

13. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.

14. Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.

15. Provides staff assistance to the Director, Community Development; prepares and presents staff reports and other necessary correspondence.

16. Monitors and evaluates legislation, legal actions, and other developments related to City planning community development, and economic development interests; recommends and administers Department policies, procedures, and processes.

17. Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.

18. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.

19. Participates on and/or serves as staff to various internal and external committees, boards, and task forces; represents the Department to the community, professional groups, the media and other external entities.

20. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of community development; incorporates new developments as appropriate.

21. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

22. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a Community Development Department including planning, building, code compliance, economic development, and housing programs and functional areas.
Urban and regional planning, zoning, and development theory, principles, and practices and their application to a wide variety of municipal planning services and activities.
Principles and practices of architectural design.
Principles and practices of environmental analysis.
Development review procedures and requirements.
Housing programs and related housing legislation.
Code compliance procedures and citation authority.
Basic engineering and traffic engineering principles.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations including land use, zoning, and building codes and ordinances.
Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
Recent developments, current literature, and sources of information related to assigned programs and services.
Advanced methods and techniques of effective technical and administrative report preparation and presentation.
Methods and techniques of eliciting community participation in planning and development issues.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Assist in managing and directing a comprehensive Community Development Department.
Assist in developing and administering departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Research, analyze, and evaluate new service delivery methods and techniques.
Select, supervise, train, and evaluate staff.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare clear and concise technical, administrative, and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Provide highly complex and responsible staff support to the Planning Commission, the City Council, and other boards, commissions, and committees as assigned.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Gain cooperation through discussion and persuasion.
Work under pressure, handle significant problems and tasks that arise simultaneously and/or unexpectedly.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental planning, public administration, business administration, or related field. A Master's degree is desirable.

Experience:

Six years of increasingly responsible experience in urban planning, community development, or related experience including three years of program management and supervisory experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Possession of certification as a Certified Planner from the American Institute of Certified Planners is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates

Amended: January, 2014