

## **CITY OF SALINAS**

### **COMMUNITY DEVELOPMENT DIRECTOR**

**BARGAINING UNIT/CLASS CODE**  
**DEPT. DIRECTORS / B05**

#### **DEFINITION**

To plan, organize, direct, and review the activities of the Community Development Department; oversee and plan the coordinated issuance of all permits involving City, County, and State agencies and provide professional and technical staff assistance.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises general direction and supervision over professional, technical, and clerical positions.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** - Duties may include, but are not limited to, the following:

Plan, direct, organize, and review the activities of the Community Development Department; provide coordination of permit processing and entitlement approval process, while working with the City Manager's office and other City Departments relative to priority economic development projects; develop and direct departmental goals, objectives, policies and priorities. Plan, organize, control and evaluate the functions and activities of the Community Development Department including code administration and interpretation, plan check services, inspection services, housing code enforcement, permit processing, and building records keeping. Responsibility to develop, direct and provide ongoing leadership for a comprehensive community development program. Direct, plan, organize and participate in the work involved in planning for the orderly development of urban areas; administer or direct the administration of subdivision and land use regulations; and analyze community needs and develop programs to meet community needs in accordance with City policy. Serve as the principal advisor to the City on Community Development issues. Review and approve applications, agreements, plans and reports of Community Development activities. Prepare and recommend long-range plans for City services and programs; develop specific proposals for action on current and future City Community Development needs.

Responsibility to improve and coordinate the permit issuance, plan check and inspection processes and procedures of the City and evaluate, develop and implement changes necessary to improve the coordinated efforts between City divisions to expedite building projects in the City. Prepare and present reports to City Council, other public agencies and relevant advisory bodies with respect to building services matters. Prepare and administer department budget. Ensure that fiscal records of permit revenues and division expenditures are collected, collated, analyzed and reported monthly and annually to provide sufficient information for the proper operation of the department. Serve as staff, receive input from and provide recommendations to various citizens groups, City Board of Appeals, advisory boards, task forces and committees. Meet with citizens and interest groups to discuss proposed code adoptions or revisions, new programs code applications and administration or department policies. Oversee the review and implementation of new code editions as they are published. Research, develop, prepare, recommend and present ordinances to City Council for adoption or amendments of uniform codes as needed. Ensure that records of permit inspections, violations and plans are maintained as mandated by State Law. Respond to difficult complaints and requests for information. Select, supervise, train, evaluate and discipline assigned staff. Supervise the development, administration and enforcement of departmental responsibilities in such matters as affirmative action, safety and emergency preparedness. Promote and maintain safety in the work place. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about

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the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgements and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally includes driving to job sites, training and out-of-office meetings.

**QUALIFICATIONS**

**Knowledge of:**

Legal procedures involved in enforcing building and housing codes and local ordinance. Principles and practices of organization, administration, budget and personnel management. Principles, practices and application of the Uniform Building, Plumbing, Mechanical, Electrical, and Housing Codes and pertinent State and County codes and ordinances. Approved building construction methods, materials and proper inspection methods. Principles, practices and procedures of urban planning, community development, zoning regulation, building safety, code enforcement and maintenance management. Familiarity with principles of structural design, engineering mathematics, material mechanics science and soils engineering. Principles, objectives and procedures of municipal planning and development control. Techniques used in development and maintenance of comprehensive plans. Federal, State and local laws, rules and regulations governing planning, zoning, code enforcement, community development and community housing. Funding sources impacting program and service development. Principles and practices of community development. Interviewing and surveying techniques. Contract writing, negotiation techniques and liability requirements. Municipal organizations structure, functions and management processes. Financial mechanics for loans and bonds, and cash flow analysis. Municipal codes and regulations covering business licenses, bond redemptions and related activities. Principles of supervision, training and performance evaluation. Knowledge of best customer service practices.

**Ability to:**

Organize, direct and coordinate the activities of a department providing direct service to the public in a manner conducive to full performance, excellent service delivery and high morale. Check, analyze, evaluate and interpret complex plans, designs, specifications, calculations, laws and regulations. Prepare and administer a budget. Communicate effectively both orally and in writing to create active and open communication links between the Community Development Department and building community (design professionals, contractors, labor, property owners and other interest groups). Establish and maintain cooperative relations with all City Departments and Directors, public agencies and private organizations. Work effectively with complex, sensitive and confidential issues. Lead, supervise, train, motivate and evaluate subordinate professional, technical, and clerical staff. Establish and maintain effective working relationships. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service. Possess and promote unquestionable ethics and integrity.

**License or Certificate:**

Possession of a valid California Driver's license is required. Desirable: possession of a Certification from the American Institute of Certified Planners (AICP).

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**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge, and abilities required to perform the duties of this position would be any combination equivalent to a Bachelor's degree in urban planning, planning administration, public administration or a closely related field and seven years increasingly responsible experience in managing a community development program; including five years of administrative and management responsibility. A Master's Degree in Public Administration, Planning, or a field relevant to the requirements of the position is highly desirable.

Reviewed: \_\_\_\_\_  
City Manager

Approved: \_\_\_\_\_  
Human Resources Officer

Approval Date: \_\_\_\_\_

ORIG: 5/98 REV: 1-99  
REV: 3-14; REV: 3-15