



COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

To plan, organize, assign, manage and direct the work of the Community Development Department. Provide highly responsible and professional management and technical staff assistance to the City Administrator.

DISTINGUISHING CHARACTERISTICS

The classification of Community Development Director, under the direction of the City Administrator, performs responsible management operations for the Community Development Department. The Community Development Director must be able to exhibit the independent judgement necessary to administer the required supervision, while being a team member in the overall management of the City. The Community Development Director shall be people oriented, be enthusiastic as well as very flexible and capable of handling multiple projects at the same time.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Plan, coordinate, direct, supervise and evaluate the activities of the Community Development Departments personnel.
- ▶ Prepare, administer and implement City grants/loans, redevelopment and economic development and marketing activities.
- ▶ Actively search and evaluate available grants/loans that support City Programs/Projects.
- ▶ Work closely and deal effectively with Local, State and Federal Agencies/Officials and Redevelopment Organizations.
- ▶ Network with Local and State economic development and business related Agencies.
- ▶ Prepare staff reports and make recommendations to the City Council, Redevelopment Agency Board, Planning Commission, City Administrator and various committees related to the planning, building, community development and redevelopment functions of the City.
- ▶ Complete required administration and implementation tasks related to the Redevelopment Agency.
- ▶ Implement the planning and building policies and programs of the City as embodied in the City of Sonora General Plan, the Sonora Municipal Code, the Uniform Codes as adopted by the City Council, Administrative Policies, etc.
- ▶ Represent the Community Development Department to the public through telephone, email and office contact; presentations before various organizations; and present reports before the City Council, Planning Commission, and various committees.
- ▶ Conduct planning, demographic and marketing analysis.
- ▶ Develop and administer Redevelopment and City projects and programs.

- ▶ Prepare and direct the administration of the department's budget.
- ▶ Confer and consult with the City Administrator on matters affecting the City.
- ▶ Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ The principles and practices of land use planning, zoning, and redevelopment.
- ▶ National, State, and local laws and regulations related to land use planning, zoning, redevelopment, and economic development.
- ▶ State of California Planning and Zoning Law, the California Environmental Quality Act (CEQA), the Subdivision Map Act, California Redevelopment Law, the City of Sonora General Plan, and pertinent City ordinances.
- ▶ All facets related to grants/loans application, administration, implementation and reporting requirements.
- ▶ Working with State, Federal, and Local Government Agencies.
- ▶ Marketing economic and business related activities.
- ▶ Principles of supervision, training and personnel management.
- ▶ Internet and various computer programs.
- ▶ Principles of coordinating outside consultant services.
- ▶ Principles and practices of budget development and administration.

Ability to:

- ▶ Formulate, place in effect and administer departmental policies and procedures.
- ▶ Plan, organize, and implement a comprehensive community development program for the City.
- ▶ Compile, analyze, and interpret data, and organize and conduct research studies.
- ▶ Formulate recommendations for land use and public works policies.
- ▶ Prepare various required reports, keeping accurate, concise records.
- ▶ Interpret and apply City policies and procedures.
- ▶ Plan, assign, and coordinate the work of professional, technical, and clerical staff.
- ▶ Establish and maintain effective relationships with staff, elected officials, public groups and organizations.
- ▶ Develop, coordinate, and administer departmental budget expenditures and revenues.
- ▶ Communicate clearly and concisely, both orally and in writing.
- ▶ Give presentations to the public, as requested and as necessary.

Education/Experience:

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

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in land use planning, geography, architecture, landscape architecture, public administration, economics, environmental studies, engineering, business management or closely related courses.

A minimum of six years of experience in the planning, redevelopment, grant administration and economic development profession, with a minimum of six years of professional, administrative and supervisory experience at the local government level. Exposure to a variety of municipal public works and redevelopment projects is desirable.

Possess a valid Class C Driver's License.

WORKING CONDITIONS

Current physical and mental requirements for this position are: frequent sitting; walking and standing; occasional bending, twisting, squatting and kneeling; think clearly in emergency situations; complete work under inflexible deadlines; have memory capacity to recall details and events; distinguish between critical information and background noise/distractions; solve problems based upon applications of established policies and procedures; have communication skills sufficient enough to convey information clearly; and must be free from physical, mental or emotional conditions which might adversely affect the ability to perform the essential job functions in a variety of working environments.