

COMMUNITY DEVELOPMENT DEPUTY DIRECTOR

DEFINITION

Under general direction assists the Community Development Director in planning, coordinating and managing the operations and activities of the County's Community Development Department; organizes, oversees, coordinates, and reviews the work of the planning section of the community development department; serves as project manager for complex development applications and special projects; duties also include formulating policy, managing daily operations and performs related duties as assigned.

CLASS CHARACTERISTICS

This is an exempt management level classification that receives general direction and exercises general direction and supervision over the professional and technical staff in all sections of the department; developing and reviewing departmental policies and procedures; assigning and reviewing work; reviewing and responding to correspondence; conducting staff meetings; provide professional; and technical consultation on complex programmatic matters; staff training and development; completing employee performance evaluations; preparing budget information; and representing the department in the County and community.

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

- Develops and implements goals, objectives, policies, procedures and work standards for the Department
- Manages the work activities of planning, public works, building maintenance, and roads staff by establishing performance levels, communicating goals and performance expectations; monitoring and reviewing work to ensure conformance to established policies and procedures; and standards for quality and timeliness
- May evaluate agency staff and provide for their training and professional development
- Assesses service delivery and communicates finding to agency Director, implements changes to improve efficiency and service quality, maximize effectiveness of program operations.
- Serves as an internal technical expert regarding planning matters by providing consultation and guidance to staff and the Director
- Interprets laws and regulations, including new laws and proposed legislation to determine relevancy to department operations and services, and assesses program compliance with laws and regulations
- Assists in developing the budget for programs and overall Departmental budget by preparing cost estimates and projections; and performing ongoing monitoring of expenditures to ensure compliance with budget provisions
- Ensures that information regarding department services and policies is provided accurately and thoroughly to external parties, and that all citizen inquiries and complaints are responded to appropriately and in a timely manner

- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Oversees specialized planning functions such as large scale new development proposals and environmental studies
- Advises department head, various counsels, boards, commissions and elected officials in planning related issues.
- Assigns and monitors work of professional consultants
- Responsible for and assists staff in the preparation and implementation of general plan elements, ordinances and amendments.
- Prepares and presents staff reports on routine items for the Planning Commission and Board of Supervisors.
- Provides professional support to the County Planning Commission, Technical Advisory Committee, Economic Development Advisory Committee, Local Transportation Commission and other County meetings as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of facility planning, design, engineering, construction and maintenance.
- Purposes and procedures of governmental planning agencies, boards and governing bodies.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the administration of the department.
- Public agency budget development and contract administration
- Funding sources impacting program and service development.
- Land use, physical design, demographics, environmental, social, and economic concepts, including public and private financing and capital improvements.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, work standards, and internal controls for the department and assigned operational areas.
- Provide administrative and professional leadership and direction for the department and the County.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Understand, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations pertaining to planning.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support staff; delegate authority and responsibility.
- Display political acuity in a variety of circumstances.
- Recommend comprehensive development-related policies and programs based upon community needs, available resources, and County priorities and policies.
- Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action.
- Exercise sound independent judgment within general policy guidelines.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Perform a variety of the most complex planning studies and environmental reviews.
- Perform special assignments representing the Community Development Department on standing committees as delegated.
- Independently prepare comprehensive and concise planning and zoning reports.

Education:

Graduation from an accredited college or university with a Bachelor's degree in planning, environmental studies, geography, public administration, civil engineering, or closely related field.

Experience:

Five years (5) of progressively responsible professional experience in planning, community development, including at least three years in a supervisory or management capacity.

Or

Education:

High school diploma or GED equivalent supplemented by college or technical level courses in planning, public works, environmental studies, geography, public administration, civil engineering, or closely related field.

Experience:

Eight years (8) of progressively responsible professional experience in planning, community development, including at least three years in a supervisory or management capacity.

Other Requirements:

Possession of a valid and current driver's license issued by the Department of Motor Vehicles and maintenance of an acceptable driving record throughout employment.

TYPICAL PHYSICAL REQUIREMENTS

The physical demands described here 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 functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification with frequent field work, such as inspecting development sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Requires the ability to sit at desk and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field

work; drive vehicles to meetings and inspections; lift and/or move up to 15 pounds frequently and up to 40 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and hand tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.