

# **CITY OF HALF MOON BAY**

## **JOB CLASSIFICATION**

### **Community Development Director**

#### **DEFINITION**

The Community Development Director is responsible for managing the City's activities associated with planning, building, code enforcement, inspection, public works maintenance, and engineering functions. In addition to providing program planning, budget management, administration and operational direction to the Community Development Department, the Director is responsible for ensuring a seamless permitting process.

#### **SUPERVISION RECEIVED/EXERCISED**

This position Works under the broad policy guidance of the City Manager and/or Assistant City Manager. The Community Development Director supervises contract personnel as assigned and provides guidance to City employees and contractors regarding community development activities.

#### **ESSENTIAL AND IMPORTANT DUTIES**

The duties and responsibilities listed below are only illustrative and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

The Community Development Director is an exempt executive level at-will position responsible for, but not limited to, the following duties:

Plan, organize and manage all community development services.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and direct the implementation.

Direct the permit application processing system for City departments. Maintain an efficient permit processing system, including the ongoing streamlining of permit processes.

Lead operational process that supports the efficient coordination and communication between all community development activities such as, planning, building code enforcement and engineering.

Coordinate community development activities with other City departments and with State and County agencies.

Develop policies and procedures designed to improve community development services with the goal of providing quality services to the citizens and community of Half Moon Bay.

Respond to and resolves complex and sensitive customer service issues tactfully and courteously. Offers options for effective resolutions to difficult situations.

Prepare reports and recommendations on the appropriate use of land. Prepare ordinances related to planning functions. Prepare resolutions establishing City policy pertaining to land use within the City.

Manage and participate in the development and administration of the Departments annual budget and capital improvement program; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Assist in negotiating development agreements.

Ensure the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Monitor inter-governmental decisions and legislative affecting department operations and takes appropriate action.

Serve as a liaison for the Community Development Department and other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Serve as technical advisor to the City Manager, Planning Commission, and City Council on community development matters. Attend City Council, Planning Commission and Council ad hoc and standing Committee meetings.

Enforce zoning and building codes and ordinances.

Supervise the development, administration, and enforcement of departmental responsibilities in such matters as safety and emergency preparedness.

Maintain departmental awareness of state-of-the-art developments in management and the fields of specialty.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

Principles and practices for implementing the plan check and review process.

Principles and practices related to the development process including building, planning and engineering.

Advanced principles, practices and techniques of management, budget and operations analysis.

Laws, statutes, ordinances and regulations related to municipal operations and assigned program areas.

Contract administration and negotiation methods and procedures.

Effective methods and techniques of employee supervision and management; project management systems.

Pertinent Federal, State, and local laws, codes, and regulations.

**Skills:**

Manage cross matrix teams and projects.

Operate contemporary office equipment, including computer systems and associated software.

Interact effectively with the public and other governmental agencies.

Elicit the cooperation of others and negotiate solutions to complex problems.

Work both independently and as a part of a team.

Interpret and implement Federal, State and local regulations and procedures.

Ensure the City's values are carried out throughout the organization.

**Ability to:**

Administer and coordinate a variety of diverse work programs and supervise the activities of a group of contract professionals operating within various disciplines.

Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.

Establish, maintain and foster good working relationships with those supervised and contacted in the course of work.

Evaluate operations and problems; recommend and direct the implementation of effective and efficient operating methods or procedures.

Make sound decisions in a manner consistent with essential job functions.

Motivate others to excel. Adapt effectively to change.

Anticipate and resolve problems; keep appropriate staff including the City Manager apprised.

Be politically astute and capable of making recommendations in a political environment.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Community Development programs and functions.

Prepare oral and written reports.

Learn, retain, interpret and apply pertinent provisions of the City's.

### **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in Community Development Services including two years supervisory experience.

Senior management level as a professional Planner, Engineer, Building Official, Redevelopment Specialist or similar position within a municipal organization.

Excellent analytical, administrative and interpersonal skills in managing contractors, assignments, projects and varied personalities are required.

#### **Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in engineering, planning, code enforcement, economics or public administration.

Supplemental course work, certification, professional registration or a Master's degree is desirable.

### **PHYSICAL DEMANDS**

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

### **WORKING CONDITIONS**

Working in an office environment is required in this position. The incumbent must travel to and from work site.

### **LICENSES, CERTIFICATES AND REGISTRATIONS**

Possess a valid California class "C" Driver's License.