



City of Pacifica

DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, assists the Director to plan, organize and manage the activities and operations of the Community Development department; coordinate assigned activities with other departments, divisions and outside agencies; and provide highly responsible and complex administrative support to the Director. Act as the Community Development Director as assigned.

DISTINGUISHING CHARACTERISTICS

This is a high-level management position that requires significant administrative, analytical, and technical skills. This position assists in the strategic planning, organization, and management of the department. This position serves as the Community Development Director in their absence.

SUPERVISION RECEIVED/EXERCISED

Receives administrative direction from the Director. Exercises general supervision over professional, administrative, and technical staff members.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist the Director with administration and operation of departmental programs.
- Provide administrative direction for activities relating to the effective utilization of programs, personnel, resources, facilities and equipment.
- Develop, encourage, implement, improve, and manage department processes.
- Assist in managing the development and implementation of department goals, objectives, policies, processes, and priorities.
- Train, motivate, coach and evaluate department personnel.
- Assist in development and administration of the department budget.
- Participate on a variety of committees and task forces; attend and participate in professional group meetings; serve as the primary staff liaison to the Planning Commission.
- Manage consultant services for various technical and special services.
- Lead the management, review, development, revision, and maintenance of General Plan elements, plans, ordinances, and other policies and procedures.
- May serve as Community Development Director, as required.
- Serves as a Disaster Service Worker, as required.
- Perform related duties and responsibilities as required and other duties as assigned.

QUALIFICATIONS

Knowledge of

- Principles, practices and techniques of public administration, including the operations and functions of industry and municipal government.
- Modern principles and practices of technical and legal issues of urban and regional planning, zoning, urban economics, demographics, and environmental planning and program management.

- Geographic, socio-economic, transportation, political, and other elements related to planning including environmental issues and analysis using geographic information systems (GIS).
- Comprehensive plans, specific plans, and current planning processes and the development process; Building Codes and code enforcement practices.
- Federal, state and city laws, codes, rules, regulations and standards affecting planning, zoning, land development and other planning programs, including but not limited to California Planning and Zoning Law, the Subdivision Map Act, the Coastal Act, the California Environmental Quality Act, and the California Building Code.
- Municipal processes, policies and procedures.
- Principles and practices of project management, contract administration, and personnel management.
- Methods and techniques of conducting public meetings and presentations.
- Authority and role of the Planning Commission in approving planning related projects.
- Site planning and architectural design principles.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Practices of researching planning and land use issues, evaluating alternatives, making sound recommendations, preparing findings, and presenting effective staff reports.
- Principles of effective public relations and interrelationships with various community groups and stakeholders.
- Effective leadership techniques and practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.

Skill/Ability to

- Provide effective leadership and coordinate the activities of department.
- Devise effective and efficient operation methods or procedures.
- Identify opportunities for process improvement and make recommendations to enhance governmental operations.
- Interpret and accurately apply applicable federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Perform complex current and long-range planning duties.
- Assess, monitor, and report environmental impact on and of various City programs and services; conduct and facilitate presentations before the Planning Commission, City Council and community groups.
- Interpret building, code enforcement, planning and zoning programs to the general public; identify and respond to issues and concerns of the public, Planning Commission and City Council.
- Analyze site design, terrain constraints, land use compatibility, utilities and other urban services; read and understand architectural and civil plans and drawings.
- Perform calculations and measurements to confirm project compliance with development standards.
- Interpret land use maps and legal descriptions of property.
- Conduct complex research projects, synthesize data, evaluate alternatives and make sound recommendations; coordinate assigned activities with other departments and agencies as required.
- Prepare and present clear, concise, and logical written and oral reports, correspondence,

- policies, procedures and other written materials.
- Make sound decisions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Take a proactive approach to customer service issues and hold others within the department accountable for this effort.
- Maintain confidentiality regarding sensitive information.
- Work in a standard office environment with some ability to sit/stand for long periods of time, with prolonged exposure to a computer screen and extensive public contact.
- Travel to different sites and locations.
- Communicate clearly and concisely, both verbally and in writing, which includes preparing and presenting clear, well-organized and concise reports.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Work in a safe manner following industry best practices and the City's safety practices and procedures.
- Work evenings and weekends, and respond off-hours to various emergency situations.
- Serve as a Disaster Service Worker.

Experience and Training Guidelines

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

Experience and Training

Experience: Five (5) years of increasingly responsible professional planning/community development experience, including two (2) years of supervisory experience.

Training: Graduation from an accredited four-year college or university with major coursework in Environmental Studies, Urban Planning, or a closely related field. A graduate degree in Environmental Studies, Urban Planning, Public Administration or Business Administration is highly desirable.

Certificate

Accreditation by the American Institute of Certified Planners (AICP) is desirable.

License

Possession and maintenance of a California Class C driver's license and have a satisfactory driving record.

ADDITIONAL INFORMATION:

Physical Skills

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City 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 although standing and walking between work areas may be required. 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. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Work Environment

Employees work in an office environment with moderate noise levels, controlled temperature

conditions, and no direct exposure to hazardous physical substances. When conducting site visits, employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City and departmental policies and procedures.

Job Title:	Deputy Director of Community Development
Reports To:	Director of Community Development
Job Type:	Full-time (40 hours per week / 2080 hours per year)
FLSA Status:	Exempt
Bargaining Unit:	UNREP – Management
Adopted:	05/27/2025
