

Town of Loomis

JOB DESCRIPTION

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under the direction of the Town Manager, the Community Development Director plans, organizes, directs, and manages all activities and operations of the Community Development Department, including planning, building, code enforcement, economic development, and related functions. This executive-level management position is responsible for the overall administration and strategic direction of the department and requires broad knowledge of community development principles, urban planning, land use law, and local government operations, as well as strong leadership, communication, and interpersonal skills. In a small town like Loomis, the Director is expected to be both a strategic leader and an active, hands-on manager who engages directly with community members, staff, and elected officials.

The Director provides leadership in developing and implementing land use policies, programs, and projects that promote sustainable growth, community character, and economic vitality in compliance with applicable federal, state, and local laws, including California-specific regulations such as the California Environmental Quality Act (CEQA), the Housing Accountability Act, and the Regional Housing Needs Allocation (RHNA). The Director also oversees code enforcement procedures and ensures adherence to building codes and state laws governing building requirements and permitting processes. Serving as a key advisor to the Town Manager, Town Council, Planning Commission, and other boards, the Director represents the Town of Loomis in intergovernmental and community relations and exercises considerable independent judgment and discretion in policy development, code compliance, and program implementation.

ESSENTIAL DUTIES

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

- Develop, implement, and oversee comprehensive community development programs, including long-range and current planning, building and safety, code enforcement, housing, and economic development.
- Lead and manage department staff, including recruitment, training, supervision, evaluation, and professional development.
- Prepare, administer, and monitor the department budget, ensuring fiscal responsibility and alignment with Town goals.
- Provide expert guidance on land use policies, zoning, subdivision, environmental review (California Environmental Quality Act or CEQA compliance), and building codes to elected officials, commissions, staff, developers, and the public.
- Oversee the preparation and update of the General Plan, specific plans, Municipal Code ordinances, and other regulatory documents in accordance with California building and planning laws and community objectives.
- Coordinate and facilitate public engagement and outreach efforts to ensure community input and transparency in development decisions and resolve land use conflicts in a constructive and transparent manner.

- Review and approve major development proposals, discretionary permits, ministerial permits, and environmental documents.
- Represent the Town in negotiations and collaborations with regional agencies, developers, community groups, and other stakeholders.
- Ensure compliance with state and federal housing laws, including RHNA allocations, affordable housing policies, and fair housing requirements.
- Manage grant applications and administration for community development and housing programs, including Community Development Block Grants (CDBGs) and other funding sources.
- Manage and administer building and code enforcement contracts.
- Advise the Town Manager and Town Council on community development issues, trends, and legislative changes.
- Foster a positive and collaborative work environment that promotes innovation, accountability, and customer service.
- Stay current on best practices, emerging trends, and legal developments in community development and planning.
- Perform other related duties, as assigned.

DESIRABLE QUALIFICATIONS

Desirable qualifications include the following **knowledge base**:

- Principles, practices, and techniques of urban and regional planning, community development, building, and economic development
- California land use laws and regulations, including CEQA, Subdivision Map Act, Housing Accountability Act, RHNA, and related statutes
- Building codes, Municipal Code ordinances, and code enforcement procedures
- Public administration, budgeting, and personnel management
- Community engagement and public outreach strategies
- Grant writing and administration, particularly related to housing and community development funding
- Principles of contract management
- Local government operations and intergovernmental relations
- Principles of leadership, supervision, and team development

Desirable qualifications also include the **ability to**:

- Lead, motivate, and manage a diverse team of professionals
- Develop and implement strategic plans and policies
- Analyze complex planning, code enforcement, and development issues and provide sound recommendations
- Communicate effectively, both orally and in writing, with elected officials, staff, developers, and the public
- Build consensus and foster collaborative relationships with stakeholders
- Manage multiple projects and priorities under deadlines

- Interpret and apply relevant laws, regulations, and policies
- Represent the Town professionally in public forums and interagency meetings

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and abilities is qualifying. A typical background includes:

- A Bachelor's degree from an accredited college or university in Urban Planning, Public Administration, Public Policy, or a related field
- A Master's degree in Urban or Regional Planning, Public Administration, or a related discipline is highly desirable
- At least seven years of progressively responsible professional experience in community development, urban planning, or a related field, including at least three years in a supervisory or management role within a public agency

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license
- Certification as a Planner by the American Institute of Certified Planners (AICP) is highly desirable

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an office setting with occasional visits to construction sites or community events. May involve exposure to varying weather conditions and public interaction.

WORKING CONDITIONS

Standard business hours with occasional evening or weekend meetings. May require after-hours emergency or special event response.

FLSA STATUS

Exempt

TOWN COUNCIL ADOPTION DATE

August 12, 2025