

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

TITLE: COMMUNITY DEVELOPMENT DIRECTOR
Created: June 2014
FLSA Status: Exempt
Job Code: 1115

DEFINITION

The Community Development Director organizes and directs the activities and programs of the Community Development Department. This position is responsible for organizing and directing the City's activities related to planning, building, economic development, and housing; for developing, implementing and maintaining the General Plan, Planning Regulations, Building Code, and other goals, objective, policies and procedures related to these functions; for inspection and code compliance activities including zoning, housing, building, mechanical, electrical, plumbing, and related activities; for conducting comprehensive land use planning and environmental review studies; and for coordinating the City's planning, building, economic development, and housing activities with public and private organizations. This position provides advice to the Planning Commission and City Council on related activities and issues, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Community Development Director is the department head for the Community Development Department, which consists of the Planning, Building, and Economic Development and Housing Divisions. This single incumbent position is an at-will position that serves at the pleasure of the City Manager. It is a member of the City's executive team and is responsible for all operations of the Community Development Department. Various related functions may be assigned to the department depending on the needs and priorities of the City.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over managerial, professional, technical and clerical personnel.

EXAMPLE OF DUTIES – The duties listed below are illustrative only. They are not meant to be an exhaustive listing of all of the duties and responsibilities of the classification.

- Advises the City Manager, Planning Commission and City Council on all aspects of planning, building, economic development, and housing activities.
- Prepares and administers the annual department budget; review and evaluates current programs and anticipate future needs.
- Develops, implements and maintains the Emeryville General Plan and Planning Regulations, area plans and programs, and studies on a variety of planning issues.
- Supervises assigned staff, trains, evaluates and assigns staff to project tasks and functional duties.
- Supervises the activities of the Planning Division including long-range planning and current planning activities.

- Supervises the activities of the Building Division including permit processing, inspection, and code enforcement activities.
- Supervises the activities of the Economic Development and Housing Division, including economic development, affordable housing, public art, public improvements, and brownfields remediation activities.
- Administers the City's General Plan, Planning Regulations, and other provisions of state, regional and local laws related to planning, building, economic development, and housing activities.
- Directs research and preparation of comprehensive reports including maps, charts, and statistical and narrative texts describing findings for the City Manager, City Council, Planning Commission and various boards, committees and task forces.
- Meets with citizens and civic groups regarding present and proposed planning, building, economic development, and housing projects, activities and programs.
- Confers with department heads to obtain information and to ensure the inclusion of planning policies where appropriate.
- Conducts discussions with public and private officials concerning the City's overall planning, building, economic development, and housing programs and serves as the City's liaison or representative to other public agencies as appropriate.
- Presents and explains proposed plans, plan revisions, ordinances and other recommendations.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Local, state and federal law applicable to planning and zoning, building, economic development and redevelopment, and housing.
- Principles and practices of urban planning and administrative management.
- The interrelationships between various governmental agencies involved with planning, building, economic development and redevelopment, and housing.
- Public and private real estate financing.
- Principles and practices of supervision, employee training and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of programs and policies.
- Personal computer applications related to the work.

Ability to:

- Effectively manage a variety of planning projects.
- Recommend comprehensive planning policy and programs based upon community needs available resources, and overall city priorities and policies.
- Assume responsibility for and use objective judgment in matters of administrative procedure.
- Deal effectively with a variety of individual citizens, citizen groups, boards and commissions, staff and governmental groups.
- Plan, organize and evaluate work effectively.
- Recommend or implement changes in programs or procedures, as necessary.
- Direct the work of staff train and evaluate staff.

- Establish department goals, objective and priorities.
- Coordinate programs with other departments and agencies and prepare oral and written reports.
- Operate a personal computer using appropriate software applications.
- Maintain a valid California Driver License.

EDUCATION AND EXPERIENCE

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

Education: A Bachelor's degree in urban, regional or city planning or closely related field from an accredited college or university. A Master's degree is highly desirable and is equivalent to one year of the required experience.

Experience: Five years of progressively responsible full-time professional experience in the field of urban planning. At least two years of this experience must have been at a managerial level with responsibility for program planning and development, supervision, training and evaluation of staff.

Licenses/Certificates: Possession of a valid California Driver License with a satisfactory driving record or ability to travel to various locations in a timely manner as required in the performance of duties. Certification by the American Institute of Certified Planners (AICP) is highly desirable.