

## CITY OF BRISBANE

### COMMUNITY DEVELOPMENT DIRECTOR

#### **Definition**

Under administrative direction of the City Manager, plans, organizes, provides administrative direction and oversight for and participates all community development functions and activities, which include current and advanced planning, housing studies, building inspection, code enforcement and special studies; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

#### **Class Characteristics**

The Community Development Director oversees, directs and participates all activities of the Planning and Community Development Department, including planning, housing, building and code enforcement. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials that relate to planning, development, zoning, building or occupancy within the City. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

#### **Examples of Duties** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and office support staff through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies, ordinances and procedures to meet legal requirements and City needs.
- Oversees and participates in all City long- and short-range planning activities; directs modifications of the General Plan and ensures that residential, commercial, industrial and related development conform with the General Plan and City goals and objectives.
- Personally handles the more difficult, controversial or sensitive planning projects for the City.
- Confers with and represents the department and the City in meetings with members of the City Council, Planning Commission, members of other boards and commissions, various governmental agencies, developers, contractors, business and industrial groups and the public.
- Provides staff assistance to and coordinates the activities of the Planning Commission; provides for the preparation of meeting agendas and attendant materials; attends meetings and gives professional assistance to the Commission.
- Oversees building inspection and code compliance activities, whether performed by City or contract staff.

- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect office operations; implements policy and procedural changes as required.
- May act as a Deputy to and/or serve as the City Manager on an assigned basis.

### **Qualifications**

#### **Knowledge of:**

- Principles, practices and procedures related to the development and implementation of a comprehensive planning, housing, zoning, code compliance and building inspection program.
- Geographic, socio-economic, transportation, political and other elements related to the city planning process.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget development, administration and accountability.
- Computer applications related to the work
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Skill in:**

- Developing, planning, organizing, administering, coordinating, reviewing and evaluating a planning, zoning, code compliance and building inspection program for a developing community.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.

- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four year college or university with major course work in community or urban development, planning, architecture, engineering or a field related to the work and four years of supervisory or administrative experience in planning, zoning and related community development activities. Possession of an advanced degree is desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect City development sites, 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.

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