

## COMMUNITY DEVELOPMENT DIRECTOR

### **DEFINITION**

Under administrative direction, to plan, organize, direct, and manage the County's planning, building inspection, and code enforcement functions; to provide consultation and coordination for land use issues and pertinent codes, ordinances, rules, and regulations; to serve as the Planning Director in support of the Planning Commission, to server as or appoint designee to serve as the executive Officer of the local Agency Formation Commission, Building Official and lead staff to the Airport Land Use Commission; to perform special assignments as directed by the County Administrative Officer and the Board of Supervisors; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the single-position management classification which has responsibility for direction, oversight, supervision, and coordination of County planning, building inspection, code enforcement, and land use functions. The position oversees a multi-division Department.

### **REPORTS TO**

County Administrative Officer

### **CLASSIFICATIONS SUPERVISED**

Building Official; Principal Planner; Planning Commission Secretary; Code Compliance Analyst; and other classifications through the positions which report directly to the incumbent.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, directs, organizes, manages, and coordinates the County's planning, building inspection, and code enforcement functions; serves as Planning Director to assist Planning Commission and other commissions/committees, including Regional Planning Advisory Committees, Collaborative Planning Team, Local Transportation Commission, Local Agency Formation Commission, and Land Development Technical Advisory Committee. Also, prepares, submits, oversees, and has responsibility for the Community Development budget; works with Division managers in budget development and administration; has responsibility for proper administration of the County general plan, zoning codes, building codes, and resource planning; develops and administers a variety of inspection and enforcement programs; serves as an appeals level for land use permits; has responsibility for Department record keeping and report development; ensures proper administration of hiring, evaluation, staff development, and personnel practices within the Community Development Department; coordinates the review and approval of environmental reviews and documents; provides consultation on land use issues for County management and elected officials; represents land use issues before boards and commissions; maintains contact with community organizations concerned about land use and environmental issues; performs special assignments and studies at the direction of the County Administrative Officer and the Board of Supervisors; interprets policies and regulations for the public; ensures proper responses to public complaints; represents the Community Development Department with regional organizations and other government agencies.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including

computer, telephone, calculator, copiers, and FAX; operate an automobile.

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### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and driving environments; some assignments performed in an outdoor environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Pertinent State, federal, and local laws, regulations, and ordinances related to land use, resource conservation, the environment, planning, zoning, and building construction.  
State and County nuisance abatement laws, rules, and regulations.  
Purposes, procedures, and functions of public land use agencies, boards, commissions, and governing bodies.  
Principles, techniques, and trends of land use and environmental planning.  
Environmental impacts of changes in land use including California Environmental Quality Act, National Environmental Policy Act and Endangered Species Act.  
Research and statistical methods.  
Proper inspection methods and procedures.  
Principles, techniques, and practices of effective program administration.  
Principles of budget preparation and expenditure control.  
Principles of project planning, coordination and direction.  
Principles of government administration, personnel management, work direction, management supervision, and staff development.  
Principles of public outreach, facilitation and conflict resolution.  
Principles of internet and social media dissemination and public education purposes.  
Principles of file management including legal requirements, permit software, paperless efficiencies and online availability/posting.

#### **Ability to:**

Plan, organize, and manage the functions of County's Community Development Department.  
Supervise, train, and evaluate assigned staff.  
Analyze, interpret, explain and apply a variety of State, and County laws, ordinances, policies, rules, procedures, and regulations related to land use, environmental quality, resource planning, building construction, and abatement and determine appropriate resolutions to problems and/or enforcement actions.  
Formulate and implement countywide inspection and enforcement actions.  
Oversee the gathering and maintenance of information regarding land use and environmental control.  
Develop and administer the Department budget.  
Direct and organize planning studies and presentations.  
Effectively represent the Community Development Department in contacts with the public, community organizations, other County staff and other government organizations.  
Gather, organizes, analyze, and present a variety of data and information.  
Enforce regulations with firmness and tact.  
Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.  
Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.  
Direct and organize the County's community-based planning structure, including regional planning advisory committees.

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### **DESIRABLE QUALIFICATIONS** (continued)

#### **Training and Experience:**

Any combination of training and experience, governing board, project lead, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Broad and extensive professional experience in planning, land use, and environmental management work, including at least two years in a management or supervisory position. Completion of specialized training and/or advanced education in the areas of planning, building construction, land use, or related environmental management fields is highly desirable.

#### **Special Requirements:**

Possession of, or ability to obtain, a valid Driver's License.

A master's degree in planning/environmental/management related field is desirable.

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