



## CITY OF ALBANY COMMUNITY DEVELOPMENT DIRECTOR

Under general administrative direction, plans, directs, and organizes all Community Development programs including current and long-range planning, transportation planning, environmental planning, building permitting and inspections, code enforcement, affordable housing, and economic development; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager and City Council in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager. Exercises direct and indirect supervision over professional, paraprofessional, technical, and support staff.

### **Class Characteristics**

This is a department head classification that oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes management responsibility for all Community Development programs, services, and activities, including land use planning, transportation planning, environmental planning, building permitting and inspections, code enforcement, affordable housing, and economic development.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously

monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Advises and assists the Planning & Zoning Commission, the Traffic and Safety Commission, the Climate Action Committee, City Council, and the City Manager with respect to community planning issues and problems, pending cases, and the involvement and application of established City policies and ordinances.
- Confers with builders, engineers, contractors, attorneys, architects, and the public concerning Department procedures, interpretation, and application of City policies and ordinances, and conditions imposed on applied and approved applications.
- Maintains a good working relationship with department staff, other City Departments, outside agencies, community groups, the City Council, and the general public.
- Represents the City and acts as a departmental liaison on regional boards, local boards, and commissions; makes presentations to the City Council, boards, commissions, committees and other public agencies.
- Writes and/or orally presents reports to the City Council, various boards and commissions, the general public, and staff on any aspect of the Department's services, activities, and functions.
- Directs the preparation of various grant applications.
- Directs the preparation of Requests for Proposals and bids; reviews bids and makes recommendations.
- Responds to emergency situations during off-duty hours, as necessary.
- Serves as the City's Building Official.
- Responds to requests for information and complaints from the public, other agencies, employees, employee associations, and other City departments.
- Performs related duties as assigned.

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Planning principles, practices and procedures of city planning, including California planning law, General Plans, subdivisions, conservation and open space, the California Environmental Quality Act (CEQA), and land-use regulation and environmental planning.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent developments concerning municipal planning, community development, and environmental resource management.
- Socio-economic and environmental principles and their applications to urban development and conservation.
- Principles, practices and methods of purchasing, real estate, land acquisition and disposal, and building and maintenance services.
- Environmental consideration in the design, location and construction of capital improvement projects.
- Financial procedures and regulations pertaining to real estate, loan management, property

improvements and community development.

- Principles and practices of organizational management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner; administer grants and grant budgeting.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise staff reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct and coordinate multiple departmental functions and priorities, including planning, environmental resource protection and management, engineering, and building inspection and enforcement under significant time pressure.
- Deal with newly emerging policy issues related to the physical development of the City.
- Identify, coordinate and resolve a wide variety of interests in the development of land use policy.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques; determine the most appropriate methods to provide services effectively and efficiently.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

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

A Bachelor's degree from an accredited college or university with major course work in city, regional planning, urban planning, environmental studies or resource management, public administration, business administration, urban studies, economics, engineering, or a related field; a Master's degree is preferred. Seven years of increasingly responsible experience with at least four years in a responsible supervisory capacity. Experience or exposure with a California local government agency and complex planning reports and project management is preferred.

**Licenses and Certifications**

Valid California Driver's License.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; 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.

**Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.