

CITY OF SAN JUAN CAPISTRANO

COMMUNITY DEVELOPMENT DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and coordinate the activities and operations of the Community Development Department including processing development applications and conducting advanced planning studies; to monitor the General Plan for compliance with the Municipal Code and mandated State statutes; to administer the CDBG and Housing Program for the City and the Redevelopment Agency; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS. *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversees and assumes full management responsibility for all Community Development Department operations, programs, services and activities.
2. Directs the development, implementation and administration of Community Development Department plans, policies, and procedures; establishes departmental goals, objectives and priorities.
3. Oversees and participates in the development and administration of the Community Development Department budget; approves the forecast of funds required for staffing, equipment, materials and supplies; approves expenditure and implements budgetary adjustments as appropriate and necessary.
4. Establishes, within City policy, appropriate service and staffing levels and allocates resources accordingly.
5. Selects, trains, motivates and evaluates Community Development Department personnel; monitors performance and works with employees to correct deficiencies; implements discipline and termination procedures as required.
6. Plans, directs and coordinates, through subordinate level staff, the Community Development Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
7. Assesses and monitors work load, administrative and support systems and internal reporting relationships; evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and directs and implements changes.
8. Administers the City's CDBG program and Housing set-aside program; consults with other City staff and the Redevelopment Agency regarding the utilization of grant funding.

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9. Conducts advanced planning studies and serves as Project Manager for major planning programs; monitors and ensures compliance with appropriate codes, regulations and ordinances.
10. Reviews development applications and confers with developers, contractors, architects and engineers; explains City planning policies, procedures, rules and regulations.
11. Coordinates Community Development Department activities with those of other City departments and outside agencies and organizations.
12. Explains, justifies and defends Community Development Department programs, policies and activities; responds to citizen inquiries and complaints; negotiates and resolves sensitive and controversial issues.
13. Prepares, reviews and approves all staff reports and agenda items for the City Council and Planning Commission.
14. Reviews, approves and prepares special studies and reports as requested by the City Manager or City Council.
15. Represents the Community Development Department to other City departments, elected officials and outside agencies.
16. Attends and participates in a variety of meetings; serves on various boards and commissions as assigned or appointed including serving as Secretary to the Planning Commission.
17. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive municipal planning program.
- Advanced principles and policies of regional and urban planning.
- Zoning administration practices and methods.
- Principles and practices of urban design and neighborhood revitalization.
- Project management principles and practices.
- Processes for developing and administering budgets.
- Principles of supervision, training and performance evaluation.
- Current developments and legal requirements for local planning.
- Pertinent Federal, State and local laws, codes and regulations.

Skill In:

- Managing and directing operations, services and activities of the Community Development Department.
- Developing and administering departmental plans, policies and procedures.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Administering assigned programs and grant funding.
- Conducting advanced planning studies and preparing complex reports.
- Identifying and responding to community and City Council issues, concerns and needs.
- Reviewing development applications and consulting with developers, architects and engineers.
- Interpreting and explaining City policies and procedures.
- Selecting, supervising, training and evaluating the performance of assigned staff.
- Developing and administering large and complex budgets.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Seven years of professional experience in urban planning including five years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning, urban design, public administration or a related field.