

## CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: November 2018

CLASS TITLE: Assistant Director of Community Development & Service

JOB CODE:

WORKING TITLE: Assistant Director of Community Development & Services

FLSA STATUS: Exempt

REPORTS TO: Director of Community Development & Services

HIRING STATUS: At Will

### GENERAL PURPOSE:

Under the direction of the Community Development and Services Director and with high priority and focus on economic development and city planning, plans, coordinates, and manages the operations and activities of the City's Community Development and Services Department; administers and coordinates departmental projects and programs; conducts development activities and initiatives that promote economic growth and development, conducts planning and development research; responds to public inquiries regarding a variety of Community Development and Services matters; supervises assigned personnel; and performs other related duties as assigned.

### TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- In conjunction with the Director, participates with overseeing and coordinating the day-to-day operations of the Department's various divisions including Economic Development, Planning, Building, Code Enforcement, and Public Services.
- Manages the Department's economic development vision and directs the programs to achieve the departmental missions.
- Implements and maintains the Economic Development Strategic Plan.
- Assist in updating and maintaining the City's General Plan.
- Develops and implements policies aimed at business retention and recruitment programs.
- Facilitates the preparation and implementation of grant applications for economic and community development projects and programs.
- Develops professional relationships with economic and workforce development providers, partners, regulatory agencies and governments within the County's region.
- Assists in developing, implementing, reviewing, and revising Community Development and Services policies, procedures, and departmental standards.
- Assists in developing, administering, and monitoring the Community Development and Services Department's budget.
- Conducts planning/development research and studies; prepares staff reports and provides recommendations regarding various Community Development and Services' matters.
- Implements and administers a variety of Community Development and Services programs

and agreements.

- Provides technical assistance to residents, property owners, developers, and contractors regarding planning, building, development, and/or code compliance matters.
- Oversees and participates in the enforcement of the City's zoning and subdivision ordinances.
- Serves as information source and liaison between the County and various county and regional organizations and agencies, including private businesses; serves on committees, task forces and other groups.

**JOB DESCRIPTION:**

- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and regulatory requirements.
- Acts on behalf of the Director of Community Development and Services in his/her absence as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's Degree in Urban Planning, Government, Public Administration, Business Administration, or related field; AND two years supervising community development activities and eight years' experience in community development activities, including experience working as a professional Economic Development Manager, Urban Planner or Building Inspector; OR an equivalent combination of education and experience.

**Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

**Required Knowledge of:**

- Community Development and Services operations, policies, and procedures.
- Principles of planning, zoning, and community development.
- Regulations governing community development activities.
- City codes and ordinances relative to area of responsibility.
- Project management and program administration principles.
- Process for preparing and administering budgets.
- Supervisory principles, practices, and methods.

**Required Skill in:**

- Managing the daily operations of the City's Community Development and Services Department.
- Administering and coordinating Community Development and Services projects and programs.
- Conducting planning/development research and providing related recommendations.
- Responding to public inquiries regarding a variety of community development matters.
- Providing assistance in developing and administering budgets.
- Supervising, leading, and delegating tasks and authority.

- Establishing and maintaining cooperative working relationships with staff, City departments and officials, outside agencies, consultants, and the general public.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment and in the field when conducting site visits.
- Subject to sitting, standing, walking, bending, and reaching.
- Occasional exposure to variable weather conditions and general construction hazards is involved.

**OTHER REQUIREMENTS:**

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.