

## CLASSIFICATION SPECIFICATION

**CITY OF MARYSVILLE, CA**

**Date:** April 2017

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CLASS TITLE:	<b>Director of Community Development and Services</b>	JOB CODE:	01760
WORKING TITLE:	Director of Community Development and Services	FLSA STATUS:	Exempt
REPORTS TO:	City Manager	HIRING STATUS:	At Will

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### JOB SUMMARY

Under executive direction from the City Manager, the Director serves as the principal administrator of the Community Development and Services Department; plans, organizes, directs, reviews and manages all department activities and functions; coordinates departmental activities with other City departments, outside agencies, community groups and individuals; and provides highly responsible and complex professional advice and support to the City Manager, City Council, and Planning & Historic Preservation Commission; assures department compliance with and enforcement of applicable federal, state, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Management Team.

### DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director's duties are administrative/-managerial in nature, and the incumbent performs work that is of high complexity and often requires intense and exacting mental attention and ability to reason through and solve complex problems, with broad authority for overseeing the day-to-day operations of the Community Development and Services Department (Planning and Zoning, Building and Development Engineering, Parks and Public Works) as well as responsibility for department strategic planning and goal setting. The incumbent is responsible for directing, supervising and integrating the work of all subordinate positions and classifications assigned to the department. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations and the general public. The incumbent exercises a high level of independent authority, working from broad policies to achieve objectives critical to the department's mission.

### EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Plans, organizes, manages, leads, and directs the overall operations of the Community Development and Services Department, including those related to land use, housing, planning, development review, plan check, building inspection, code enforcement, parks, street maintenance, and wastewater collection system;
- Serves as the principal advisor to the City Manager, City Council and Planning and Historic Preservation Commission on Community Development issues; develops and directs plans and policies to meet City goals; interprets concerns, defines desired results and develops solutions;
- Represents the Community Development and Services Department to other City departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and

regulations; coordinates strategies to integrate services with other programs, departments and agencies;

- Reviews and approves applications, agreements, development plans, enforcement actions; negotiates, arbitrates and resolves program, project and policy issues and conflicts internally and with community stakeholders and businesses;
- Manages the collection, analysis and reporting of administrative, budgetary and operational data relating to the department;
- Engages with the public to ensure that there is effective communication to/from all community stakeholders; develops and maintains cooperative professional relationships with local businesses, developers, realtors and contractors;
- Selects, assigns, trains, directs, and evaluates subordinate staff; assures training and guidance for staff involved in all aspects of departmental services; oversees and implements disciplinary actions when necessary;
- Develops, plans, and implements department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities;
- Reviews legislation and assures department compliance with appropriate laws, regulations, statutes, and codes;
- Participates as a member of the City's Management Team; may serve as acting City Manager for brief periods during the absence of the City Manager;
- Coordinates assigned activities with City officials, other City departments, and outside agencies as appropriate; maintains effective working relationships with department staff, federal/state/local agencies, the general public and others; seeks to achieve positive public relations in all department activities; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned;
- Prepares complex statistical and narrative reports, correspondence, and other documents;
- Represents the City and/or Community Development and Services Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; responds to public inquiries and sensitive complaints;
- Presents oral and written reports to the city council, professional groups, other interested parties and groups, and the public;
- Provides lead and/or support assistance in grant proposal preparation and administration;
- Performs other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EMPLOYMENT STANDARDS** (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in City or Regional Planning, Public or Business Administration, Economics, Law or similar major; and at least five years of broad and extensive experience directly involving municipal services such as current and advance planning, architectural and design review, building inspection, code compliance, economic development and business retention, parks management, traffic engineering and street maintenance, including at least four years of project management and supervision of others engaged in such work.

## **KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)**

### **Knowledge of:**

- Contemporary theory, principles, practices and procedures of urban planning, community development, zoning regulation, building safety, code enforcement and infrastructure maintenance and management, and their application to a wide variety of programs, goals, objectives and stakeholders;
- Operational characteristics, services, duties and activities of a comprehensive Community Development program, including environmental standards and requirements, administration of licenses and permits, preparation of complex technical reports required by both internal and external users under tight deadlines;
- Federal, state and local laws, rules and regulations governing land use planning, zoning, code enforcement, housing and environmental assessments;
- Contemporary principles and practices of organization and management, supervision, training, procurement processes and contract management;
- Modern methods and techniques of conducting objective research;
- Manual and automated management information systems;
- Advanced principles and practices of municipal budget preparation and administration;
- Contemporary principles and practices of public personnel management and employment relations;
- Local government institutions, governance, and service delivery responsibilities.

### **Skill in:**

- Use of modern office equipment, including computers, computer applications and software;

### **Ability to:**

- Listen effectively;
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally;
- Conduct complex technical subject matter research, either independently or as part of a group, requiring the application of quantitative and qualitative research methods, or application of state-mandated formats on prescribed schedules;
- Interpret complex and difficult administrative, legal, and operational situations, reducing them to their significant elements, and applying appropriate interpretations to the situations;
- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision;
- Prioritize workload effectively to meet deadlines, frequently under rapidly changing conditions;
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered;
- Formulate meaningful work programs in assigned areas of responsibility;
- Organize the work of subordinates in order to successfully achieve a common mission;
- Use computers and peripherals effectively in the accomplishment of assignments.

### **Language Skills:**

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

### **Reasoning Skills:**

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.



**PHYSICAL DEMANDS**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors, and varying outdoors.

Work days are frequently long, and work product deadlines are common.

Confidentiality is expected.