

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

DIRECTOR OF COMMUNITY DEVELOPMENT

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council: 09/20/2016
Classification Series: Community Development	Resolution No.: 2016-40
FLSA Status: Exempt	

*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

Under the direction of the City Manager, this executive position plans, organizes, coordinates and directs a comprehensive community development program which includes physical, social and economic planning of the City’s growth patterns; directs land use, zoning administration and planning; directs building and safety operations; historic preservation activities; provides staff support of the City’s Planning, Historic Preservation and Health and Education Commission; and does other related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Oversees, organizes, and directs the Community Development Department;
- Administers the City’s Planning operations;
- Compiles and analyzes basic economic and physical data;
- Analyzes historical and projected trends and developments;
- Administers the development of zoning and land use ordinances;
- Directs the activities of Housing, Economic Development, Redevelopment, and Planning;
- Selects, supervises, evaluates, directs training and supervision of subordinate staff;
- Makes practical interpretations of development, plans and insures conformance with planning regulations and the municipal code;
- Prepares and submits recommendations to the Planning Commission regarding land use, zoning and development projects;
- Serves as a staff advisor to the Planning Commission, Historic Preservation Commission and the Health and Education Commission;
- Prepares departmental budgetary and implements the approved budget;
- Assists developers and residents in the development and preparation of development entitlement applications, etc.;
- Maintains close contact and cooperation with other government and community organizations;
- Prepares staff reports and conducts special studies of a highly technical nature;
- Coordinates and reviews the activities and reports of private consultants engaged in community development projects;
- Prepares grant applications and administers Federal and State Housing and Economic Development Grant Programs including Block Grants;
- Administers the retention and maintenance of departmental files;

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- Establishes and interprets departmental policies as consistent with City policies;
- Represents the City at meetings and conferences related to community development;
- Prepares drafts of resolutions and ordinance related to departmental operations;
- Conducts public information programs related to the planning process and community goals;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The formulation and administration of the Community Development programs.
- Thorough knowledge of the theory, principles, and practices of governmental planning and zoning, economic development and redevelopment;
- Thorough knowledge of laws and ordinances affecting land use planning, zoning for economic development, and redevelopment processes;
- Methods of research, policy development, statistics and survey analyzes;
- The principals of local government management and supervision.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application.

Ability to:

- Collect, analyze, and interpret data pertaining to planning and zoning;
- Prepare, revise and interpret a sound planning program for the City;
- Prepare clear and precise reports;
- Plan, assign, and direct work of departmental subordinates;
- Formulate and implement a departmental training program;
- Formulate and implement a departmental budget;
- Establish and maintain effective working relationships with other employees, government officials and the public;
- Seek out grants and make timely applications for such funding;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;

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- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Establish positive working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree in Urban Planning, Business Administration, Public Administration, or a closely related field from an accredited college or university. A Masters Degree in Public or Business Administration or closely related field is desirable. Additional related experience may be substituted for the required education on a year-to-year basis to the extent that the experience has prepared the individual to perform the duties of the position.

Experience:

Five (5) years of progressively responsible experience in Community Development, urban planning, economic development, and/or redevelopment, three (3) years of which were in a supervisory capacity. Experience with a public agency is highly desirable.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.