



CITY OF LAKEPORT
DIRECTOR OF COMMUNITY DEVELOPMENT

Job Description

DEFINITION

Under general direction, plans, directs, and coordinates the activities of the Community Development department; implements policies and establishes procedures related to planning, housing, economic development, nuisance abatement, redevelopment, and building inspection program functions; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

CLASS CHARACTERISTICS

This position reports to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City services. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS

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.

Develops and implements policies and regulations relating to the use of land in the City of Lakeport, including planning, zoning, housing, redevelopment, economic development, nuisance abatement and building and safety; ensures that policies are administered equitably.

Plans, directs, and coordinates department activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, policies, rules, and regulations; develops comprehensive plans to satisfy future needs for department services.

Prepares and administers the budget for the Community Development department.

Advises, and otherwise provides assistance to the City Council, the Planning Commission, other citizen committees, other City personnel, and the public regarding department related issues.

Conducts or directs the conduct of studies, and the preparation and presentation of reports, regarding the use of land, development and maintenance of affordable housing, building inspection, redevelopment and economic development in the City of Lakeport and related department activities.

Administers contract services pertaining to planning, housing, economic development, redevelopment and building and safety services, and other consultant services; maintains liaison

with service providers and ensures adherence to contract provisions.

Selects departmental employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.

Represents the City, or delegates such authority, in relations with the community, advisory committees, local, county, state, and federal agencies, other planning and community development departments, and professional organizations.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include possession of a four-year college curriculum with major work in planning, or a related field; and five years of progressively responsible planning experience, which would have included current and advance planning assignments and three years of supervisory experience.

Knowledge, Skills, and Abilities

Extensive knowledge of modern and highly complex principles and practices of municipal planning, redevelopment, building and housing programs; methods of public agency administration; principles of personnel administration, supervision and training; methods and techniques of public administration research, analysis and report preparation. Considerable knowledge of legislation related to housing, redevelopment and urban planning including and administration of a general plan and development review; principles and practices of budget preparation and administration; principles and practices of real estate law.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate community development related programs including current and advance planning, building and safety, housing, engineering, public works maintenance and economic development and manage a department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY I - LIGHT PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

CLASS RANGE NO.	E4
FLSA	Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	