



Position Description

ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION:

Under administrative direction, plans, organizes, manages, directs and oversees the staff, functions and activities of the Community Development Department, including administration, planning, building and housing functions; exercises independent judgment and discretion in formulating, managing and overseeing long-range planning, development review, implement housing policy, building permit review, issuance and inspection programs; manages the effective use of assigned resources to improve organizational productivity and customer service; provides complex and responsible support to the Community Development Director in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

The Assistant Community Development Director oversees functional areas within the Community Development Department, including but not limited to administration, planning, housing and building. This class provides support to the Community Development Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background in one or more of the following functional areas: planning, housing or building services. Additionally, successful performance requires skill in coordinating work with other City divisions, departments, and outside agencies. The incumbent should possess knowledge in public planning policy, municipal development review functions and activities, including the role of an elected City Council and advisory bodies, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. This is a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

May exercise general or direct supervision over managerial, technical or clerical support staff, temporary, seasonal, part-time or other staff, as assigned. May exercise indirect supervision over any organizational staff, managerial, technical, clerical, miscellaneous, safety, temporary, seasonal, part-time, or other staff as assigned on a project basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Candidates may be assigned multiple duties and responsibilities including, but not limited to, some or all of the following based on their skills and abilities:

- Manages and supervises community development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and development advice to the Community Development Director, City Manager, City Council and other officials; makes private and public presentations to the Planning Commission, City Council, boards, commissions, civic groups and the general public.
- Communicates official plans, programs, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Supervises and administers community development programs and services pursuant to adopted plans, regulations and budgets.
- Works with relevant groups, and organizations at the local, regional, state and national levels.
- Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Supervises the development and implementation of land use, economic development, housing, urban design, California Environmental Quality Act (CEQA), or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Coordinates implementation of utility, transportation, park and open space, facilities and solid waste elements with the City's General Plan.

- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations. Oversees approval of development permits, sign permits, subdivision plats, boundary line adjustments, and minor land development proposals within scope of authority and responsibility.
- Administers and provides general oversight to City's Aircraft Noise Insulation Program and/or similar related airport related programs within scope of authority and responsibility, including assisting in policy development and implementation.
- Provides administrative oversight of Chief Building Official who is responsible for the enforcement of a variety of codes, including Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Electrical Code, Uniform Fire Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as, nuisance, General Plan, zoning, and City's Municipal Code. etc.
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.
- Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.
- Assist the Community Development Director in preparation and administration of the department's annual operating budget.
- Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps pertinent to urban planning and development programs and projects.
- Provides staff support to various boards and commissions, as needed and assigned.
- Monitors inter-governmental decisions and legislative affecting department operations and takes appropriate action.
- Serves when needed as a member of a task force or committee composed of city, county, state or private groups.
- Oversees the development and maintenance of a database of information for planning and community development purposes.
- Negotiates, coordinates and manages professional service agreements.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

PERIPHERAL DUTIES

- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in designs for parks, streetscapes, landscapes and other municipal projects.
- Serves as a member of various city employee committees and may serve as liaison to City Council sub-committees and other groups as assigned.
- Represents the City at various meetings and conferences.
- Performs general management duties for the Community Development Director as assigned.
- Assists staff in the performance of their duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience, education, and training that would provide the best qualified candidate. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four (4) years of progressively responsible municipal government experience which includes at least two (2) years of full-time experience similar to Planning Manager in the City of San Bruno.

Education: Equivalent to a Bachelor's degree from an accredited college or university with a degree in land-use planning, urban planning or a closely related field, and

License: Requires the possession of a valid California Driver's license and a satisfactory driving record as determined by the City.

Other Requirements: Must have the willingness and ability to work the hours necessary to accomplish the assigned duties; attend evening meetings; travel out of town and attend workshops, conferences, seminars, and meetings during working and non-working hours.

Special Requirements: Essential duties require the mental and/or physical ability to work in a standard office environment; drive a vehicle; read fine print and computer monitors; operate a computer keyboard; converse by telephone, in person, and to large groups and be clearly understood; ability to establish effective working relationships with architects, contractors, developers, and the general public; stamina to work additional hours to meet deadlines and attend night meetings; ability to prepare and analyze comprehensive and technical reports and data.

DEMONSTRATED KNOWLEDGE OF:

Modern and highly complex organizational, management, and leadership principles and practices as applied to the analysis and evaluation of programs, policies, and operational needs; long range planning, development review, housing policy and building services; problem solving and mediation techniques to resolve disputes; functioning and political sensitivities of external agencies, internal committees, and commissions; pertinent Federal, State, and local laws, regulations, codes, ordinances, and policies applicable to operations and activities; effective techniques and methods of leadership, mentoring, empowerment, and teamwork; human resources management to effectively supervise and evaluate staff; personal computer software applications as used in a Community Development Department; research methods and sources of information as required for each division; principles of land use policy and development; and technical management practices of one of the noted divisions.

DEMONSTRATED SKILLS TO:

Plan, organize, coordinate and direct the activities of a diversified Community Development Department; direct and oversee the operations of a major division in the Community Development Department; select, supervise, train, evaluate, mentor, and coach employees; identify and respond to issues of concern from the public, Planning Commission and City Council; develop comprehensive strategic plans for present and future departmental services; analyze technical and administrative obstacles, identify solutions, project outcomes, and take or recommend appropriate actions in support of goals; forecast and plan for future needs; properly interpret and apply pertinent laws, regulations, ordinances, and policies; prepare and administer a budget; perform mathematical calculations; solve technical and legal concerns relating to programs; make effective presentations to the Planning Commission and City Council, various boards and commissions, community groups and the public; relate effectively and positively to those contacted in the course of work; exercise sound judgment, tact, creativity, resourcefulness, and leadership in dealing with the public, City officials, commissions and boards, outside agencies, businesses, and other City departments; maintain and exhibit discretion, honesty, and integrity when handling sensitive situations; gain cooperation through discussion and persuasion; encourage employees to take initiative and responsibility; communicate clearly and concisely, both verbally and in writing; and exemplify an enthusiastic, resourceful, and effective customer service attitude with the public, co-workers, and others contacted in the course of work.

ABILITY TO:

Influence and enhance the continuous improvement processes of the City; adapt and contribute to the City's cultural philosophy; participate in a collaborative and positive manner with the department's management team and all members of the organization; support and promote the City Manager and City Council's policies, goals, and vision; work well under the urgency of deadlines; and effectively apply City, department, and division policies, procedures, rules and regulation, terminology, information systems and standards in the performance of assigned duties.

SKILL IN OPERATION OF LISTED TOOLS AND EQUIPMENT:

- Operate modern office equipment including computer equipment and specialized software programs relevant to work performed.

Category:	Mid-Management
FLSA Classification	Exempt
Effective Date:	January 14, 2025
Revisions:	n/a