



## COMMUNITY DEVELOPMENT DIRECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under administrative direction of the City Manager, plans, organizes, directs and reviews the activities and operations of the Community Development including building, economic development, and planning functions; coordinates assigned activities with other departments and outside agencies; provides leadership to the organization; and provides highly responsible and complex administrative support to the City Manager and City Council.

### **DISTINGUISHING CHARACTERISTICS:**

The Community Development Director is a department head level classification, which is responsible for developing, reviewing, analyzing, and implementing department and City policies for assigned areas of responsibility. This position is distinguished from the lower level management positions by its responsibility for overall departmental operations and activities.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager.

Exercises direct supervision over assigned management, supervisory and professional personnel.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Develops, plans and implements department goals and objectives; recommends, approves and administers policies and procedures related to Building, Economic Development and Planning.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the Community Development budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

- Directs and oversees the preparation and implementation of the General Plan and the Zoning Code (Title 25 of the Burlingame Municipal Code); provides staff support for the Planning Commission, and provides planning information to the public.
- Serves as a liaison between the City and the business community; works closely with the Burlingame Chamber of Commerce to promote a business friendly climate that promotes a healthy local economy.
- Oversees and manages the enforcement of the minimum requirements of the State Building Codes, State and Federal Laws and Local Ordinances; directs the staff responsible for issuing building permits for construction projects and providing inspection services during the construction process.
- Prepares reports; provides staff support and attends meetings of the City Council, City Boards and Department related Commissions; City committees and other agencies and community groups as required.
- May be required to work during other than normal duty hours, including evenings, weekends, and holidays.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Possession of a Bachelor's degree from an accredited college or university with major course work in Urban Planning, Economic Development, Business Administration, Public Administration, or a closely related field **AND** seven years of increasingly responsible experience in building, planning, or economic development; including three years of administrative and management responsibility. A Master's degree is highly desirable.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of city and regional planning; principles and practices of community development programs and procedures; economics, statistics, research methods and sources of information related to urban growth and development; principles and practices of economic development; principles and practices of building and code enforcement; principles and practices of effective customer service to all; modern office equipment including use of applicable computer applications; principles and practices of leadership, motivation, team building and conflict resolution; pertinent local, State and Federal laws, rules and regulations; organizational and management practices as applied to the analysis and evaluation of programs; principles and practices of organization, administration and personnel management; principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct and control the administration and operations of the Community Development department; analyze and assess programs, policies and operational needs and make appropriate adjustments; prepare and administer department budget; develop and implement department policies and procedures; operate and use modern office equipment including a computer and applicable software; supervise, train and evaluate assigned personnel; gain cooperation through discussion and persuasion; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; interpret and apply building and planning related department policies, procedures, rules and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Skill to:**

Operate an office computer including such program as Word, Excel and Access and utilize email and the Internet; prepare and present data, statistics and research to various groups.

D-108  
COMMUNITY DEVELOPMENT DIRECTOR  
EXEMPT  
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