

CITY OF SALINAS

COMMUNITY DEVELOPMENT DIRECTOR

BARGAINING UNIT/CLASS CODE:
DEPT. DIRECTOR /B06

DEFINITION

To plan organize, direct, and review the activities of the Community Development Department including all municipal planning functions, design and development review, housing, neighborhood services and redevelopment.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plan, direct, organize, and review the activities of the Community Development Department; develop and direct departmental goals, objectives, policies and priorities. Represent the City in development and land use matters; participate in numerous public meetings. Prepare and present reports to City Council, Board of Supervisors, LAFCO, other public agencies and relevant advisory bodies with respect to community development matters. Negotiate, prepare and administer contracts and agreements. Conduct and direct research and analysis relating to departmental programs and policy. Resolve difficult community development and administrative policy questions. Prepare and administer department budgets. Oversee implementation of redevelopment plans; negotiate on behalf of the City for the acquisition and disposition of redevelopment property; develop financing plans and agreements with public agencies and appropriate private parties for project areas; develop program and project activities for the project areas. Professionally market the City to public and private interest for the purpose of attracting new/additional funding and support for redevelopment and economic development ventures. Prepare, review, organize and process documents required for Redevelopment and Economic Development Bond issues. Respond to difficult complaints and requests for information. Maintain departmental awareness of current developments in management and fields of specialty; serve on boards of directors of various agencies, non-profit corporations and professional associations. Coordinate departmental activities with other departments, other governmental agencies, and outside organizations. Establish and implement goals, objectives, policies, procedures, and priorities for the Department. Select, supervise, train and evaluate assigned staff. Review and draft legislation and represent the City at legislative hearings and meetings. Work with business owners, investors and developers to encourage and facilitate new investment in the community. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of and community development administration including planning, zoning, redevelopment, and housing. Pertinent Federal and State laws, regulations, reporting requirements, financial procedures, etc., governing redevelopment agencies. Principles and practices of organization, administration, budget, and personnel management. Principles and practices of public and private financing as applied to development.

**CITY OF SALINAS
COMMUNITY DEVELOPMENT DIRECTOR (continued)**

Ability to:

Plan, organize and direct a full-service Community Development Department. Delegate authority and responsibility, and schedule and program work on a long-term basis. Prepare and administer a department budget. Effectively analyze large amounts of detailed and complex information, to develop sound business decisions and workable alternatives. Deal effectively with complex and sensitive issues. Communicate clearly and concisely, both orally and in writing. Identify, coordinate and resolve a wide variety of interests in the development of land use policy and redevelopment programs; negotiate effectively with developers, property owners, and consultants. Establish and maintain effective relationships with City officials, other governmental agencies, citizens and the general public. Supervise, plan, assign and evaluate the work of assigned divisions. Motivate and develop staff to their full potential. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California (Class C) Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to bachelors degree from an accredited college or university in public administration, urban planning, development, finance, public administration or related field and eight (8) years progressively responsible experience in planning, redevelopment, economic and/or community development which includes four years at a management, policy-making level. A masters degree is desirable.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 1-99, REV: 4-09