

# CITY OF LONG BEACH

## CLASS SPECIFICATION

### COMMUNITY DEVELOPMENT DIRECTOR

FLSA Designation: Exempt

Effective Date: April 2016

#### **General Statement of Duties**

Performs management functions over the City's Community Development Department including planning, zoning, building inspection, and code enforcement; performs related work as required.

#### **Classification Summary**

The primary function of an employee in this class is to perform supervisory and administrative duties in the City's Community Development Department and to provide or manage administrative support and technical assistance. This includes but is not limited to current and long range planning, development regulation administration, administration of code enforcement, nuisance code enforcement, and grant researching, application preparation, and administration. The administrative and organizational functions require substantial independent judgment and initiative. An employee in this class supervises the Building Inspector. This employee may be assigned to other duties in the City. The work is performed under the direct supervision of the City Administrator. The principal duties of this class are performed in a public office environment and require field travel.

#### **Examples of Work** (Illustrative Only)

##### **Essential Duties and Responsibilities**

- Manages the City Community Development Department operations, policies and procedures, activities, planning, schedule, priorities, staff, and budget;
- Administers the current and long range planning services, zoning administration and enforcement: manages building inspections and code enforcement;
- Implements, administers, reviews, and amends the City's long-range and short-term comprehensive plan and development objectives, shoreline master plans, building plan review and inspection, development permit processes and zoning administration;
- Coordinates with City Administrator, City Council, administrative and management staff on policy issues;
- Provides professional and technical planning and development assistance and recommendations to City Administrator and governing and policy bodies, including the Planning Commission and other bodies;
- Coordinates with developers, contractors, property owners, community and neighborhood groups, civic advisory groups, the public, other government agencies,

and other interested and affected parties in land use, planning, and development issues and decisions;

- Prepares and administers the Department annual budget;
- Develops and recommends strategies and policies on growth management and land use control policies;
- Prepares and presents oral and written reports on Department activities, issues, and objectives as directed;
- Represents the City to regional planning groups and at public meetings and conferences and conducts Department staff meetings;
- Maintains current assessments of City growth management needs and policies;
- Reviews and resolves complex or controversial applications and complaints from the public;
- Reviews and prepares City code updates and amendments to help achieve stated growth and planning policies;
- Participates in appropriate training or continuing education programs to remain abreast of trends and current techniques in the fields of municipal planning, environmental and land use law, community development, grant administration, building and safety codes, and development review;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other duties related to planning, building inspection, financial/budget management, or code enforcement as required.

#### **Knowledge, Skills and Abilities**

Knowledge of:

- Principles, objectives, and standard practices of community and economic planning and development;
- Methods, policies, objectives, and standard practices of office and administrative procedures;
- Methods, procedures, objectives, and standard practices for project management and prioritization;
- Methods, procedures, objectives, and standard practices for federal, state, foundation, private, and other grant and funding source application, administration, and compliance;
- Operation of a personal computer and software applications for word processing, spreadsheets, graphic presentations, database research and management, finance/budget management, schedule management, and related office procedures;
- Geographic Information Systems, and general principals of mapping and surveying;
- Federal, state, and other applicable financial, environmental, civil rights, access, affirmative action, and labor regulations and standards related to projects and programs administered by the agency;
- Community education, outreach, and marketing methods;
- Client service personal interaction and communication skills;

- Record keeping and financial documentation practices and procedures;
- Supervisory skills, employee evaluation, and training methods;
- Municipal budget and financial administration procedures;
- Appropriate language use, grammar, and punctuation.

Ability to:

- Follow written and oral instructions and observe office policies and procedures;
- Administer City programs, objectives, policies, procedures, and processes sufficiently to convey information to decision makers, the public, and other staff;
- Perform research and analysis of economic, demographic, statistical, socio-economic, census, legal, and other relevant data;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Perform time management and scheduling functions, meet deadlines, and set project and staff priorities;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Review and analyze proposals and determine if they meet applicable program guidelines and objectives;
- Prepare and present oral and written reports and information;
- Prepare and maintain correspondence, reports, documentation, records, databases, and information files;
- Perform finance/accounting and mathematical functions;
- Conduct research and analysis of special or assigned projects;
- Accurately produce and proofread spreadsheets and text documents;
- Communicate effectively and establish and maintain working relationships with the public, developers and builders, realtors and appraisers, customers, applicants, property owners, elected officials, other government agencies and staff members, other interested and affected parties, and other City employees, including in difficult and sometimes adversarial circumstances;
- Perform employee supervision and evaluation duties;
- Administer annual budget and monitor compliance;
- Maintain office, program, and individual confidentiality.

### **Acceptable Experience and Training**

- Bachelors degree in planning, public administration, business administration or a related field is preferred;
- Three (3) years planning, public administration, business administration, civil engineering or related experience is preferred;
- Demonstrated experience in researching grant opportunities and making grant applications preferred;
- Proficiency with Vision software preferred;
- Current certification and membership in the American Institute of Certified Planners (AICP) a plus;
- Accounting/financial skills a plus; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Washington State driver’s license.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone, and communicate with other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and comprehend and prepare documents, maps and diagrams, and text forms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and to make adjustments to equipment;
- Sufficient personal mobility, flexibility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift/move up to 40 pounds and work generally in an office and occasionally in a field environment.

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City Administrator Signature

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Date