

City of Sebastopol
Job Description

Job Title: Community Development Director
Division: Management
Department: Planning
Location: City Hall
Shift: As Assigned
Reports To: City Manager
Prepared By: HR Advisor (MTC)
Approved By: City Council
Approved Date: April 23, 2024
FLSA Status: Exempt

SUMMARY

Under administrative direction the Community Development Director oversees all functions and activities of the Community Development Department. Focused on planning activities, this position materially participates in current and long-range planning, affordable housing and development activities, administers housing and zoning codes, and serves as a liaison to the business community, including developing economic development strategies. The position may also oversee the building, inspection, and code enforcement functions of the City. The position coordinates Community Development Department activities with other City departments, officials, contractors, consultants, outside agencies, and the public to ensure cohesive and efficient development and planning processes. The Community Development Director reflects a demonstrative cultural competency working with all community members regardless of cultural differences or circumstances including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities. This position provides highly responsible and complex professional consult to the City Manager to advance the City's planning, housing, economic development, and building and development goals and objectives and may serve as the City Manager or Assistant City Manager in either manager's absence or as assigned. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This Department Director role oversees, directs, and engages in all activities of the Community Development Department with a key focus on current and long-range planning, housing, and economic development, including staff support of various boards, committees, and commissions, and serving as liaison to the business community. The incumbent is responsible for achieving the department's planning and operational goals and objectives, while also advancing the City's broader goals and objectives within established policy guidelines. Additionally, this position acts on behalf of the City Manager in various administrative, coordinative, analytical, and liaison capacities.

SUPERVISION RECEIVED AND EXERCISED

This is an "at will" classification serving at the pleasure of and receiving administrative direction from the City Manager. This role's duties allow for a broad scope of independent decision-making within legal, policy, and regulatory guidelines. It involves exercising general direction and supervision over professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only):

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all assigned Community Development Department programs, services, and activities, including current and long-range planning, housing and development programs, the development of economic development strategies, and may also oversee City building and code inspection and enforcement activities.
- Oversees, administers, and directs the professional and technical staff, consultants, or contractors performing work on department activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department.
- Prepares, establishes, and implements appropriate budget, service, and staffing levels.
- Interprets, implements, directs, coordinates, enforces, recommends changes for, and reviews amendments to the General Plan, including the Housing Element, housing, zoning codes, and other codes related to the maintenance of community standards.
- Conducts research and analysis of land use and related issues.
- Assesses and collects fees and penalties and participates in fee studies and fee hearings.
- Prepares environmental review documents and directs the work of consultants.
- Produces and/or coordinates public events, various meetings, and community workshops.
- Serves as Zoning Administrator and conducts public hearings on proposed projects.
- Serves as City Manager or Assistant City Manager in either manager's absence, as assigned.
- Supervises, trains, develops, evaluates the performance of, and works with assigned employees on the correction of performance.
- Serves as liaison to the business community, owners, developers, contractors, residents, and various boards and Commissions. Develops economic development strategies and proposes options, recommendations, and solutions to planning issues.
- Prepares, reviews, and presents compelling, accurate, timely, and informative reports charts, and presentations staff reports, various management and information updates to the Planning Commission, Design Review body, City Council, and various community groups and organizations, as assigned.
- Confers with developers regarding development applications and processes; completes processing of the most difficult and complex planning applications; and advises staff on processing applications.
- Performs the most complex and sensitive planning duties, prepares documentation and responses for appeal hearings; and serves as staff resource in technical areas.
- Receives, coordinates, investigates, maintains records for, and resolves questions and complaints relating to planning and zoning matters and other department functions.
- Works closely and effectively with other City departments and governmental jurisdictions to coordinate the department's programs and projects.
- Provides analysis, recommendations, and implements policies and procedures; develops and presents recommendations on a variety of permits, maps, ordinances, zone changes, and applications.
- Manages efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees professional services contracts including request for proposal development, advertising and distribution, selection, award administration, work performance, and contract compliance.
- Conducts various departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in community development and other services as they relate to the assignment area.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Interprets and communicates departmental programs, policies, and activities; negotiates and

- resolves significant and controversial issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and contents of General Plan, housing strategies, land use, zoning, subdivision, and urban planning regulations, natural resource protection, and environmental laws.
- Theories, principles, and methods of economic development and community vitality.
- Administrative and supervisory principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Zoning, housing, and building codes and their application and use.
- Processes for efficient operation of permitting, inspection, and code enforcement processes.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the management of community development programs.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources cost-effectively.
- Manage projects, programs, and consultants timely and effectively.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel, delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special community development programs, and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with stakeholders.
- Effectively and persuasively convey thoughts and ideas.
- Discern and interpret governmental regulations related to housing, planning, and code enforcement activities and meet compliance requirements.
- Develop and inspire staff to meet department and city objectives and benchmarks in an environment that is often changing and challenging.
- Explain complex ideas in easily understood terms patiently and effectively.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations. ,
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized

software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION and/or EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in community development, urban planning, civil engineering, or a related field and five (5) years of management and/or administrative experience in community development, urban planning, and project administration.

Licenses and Certifications:

- The ability to convey oneself between multiple geographic locations daily and timely or possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORK ENVIRONMENT

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.