

COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Performs a variety of supervisory, administrative, and professional work in development and implementation of community development plans, long term and current planning activities, economic development strategies, and building and plan check programs and services; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager's Office; and to act as a member of the City Manager's management team. 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 City Manager as assigned. Assists staff in the performance of their duties as required.

CLASS CHARACTERISTICS

This class reports directly to the Community Development Director / Economic Director or to the City Manager and is responsible for the development and administration of programs designed to address primary areas of City service and provide highly technical and complex professional assistance in matters relating to the City's economic development projects. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Administrator. The incumbent may also function as a member of the City's management team and participate actively in addressing issues of concern to the City, which at times may not have a direct impact on area of specialization.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Manages and supervises community and economic 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 City Manager, City Council and other officials; makes private and public presentations to 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 and economic development programs and services pursuant to adopted plans, regulations and budgets. Work with and advise the City Manager, members of City Council, and appropriate boards on various economic development activities. Assists City Council and City Manager in formulation of policies relating to community and economic development. Develops and implements work programs and techniques to be followed for the attraction and retention of business to and within the community. Assists and initiates such policies and programs. Support ongoing commercial projects, light industrial and commercial project development, expanded retail development and local labor force enhancement programs.

Works with relevant economic groups, and organizations at the local, regional, state and national levels.

Coordinates economic development strategies for use of redevelopment and/or other related programs.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Supervises the development and implementation of growth management, land use, economic development, housing, 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 Inspector (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.

Prepares and administers annual operating budget.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches 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.

Prepares and writes grant applications.

Administers City's Community Development Block Grant (CDBG) applications and other state and Federal grant programs as assigned.

Serves as the Planning Commission Secretary.

Oversees the development and maintenance of a database of information for planning and community development purposes.

Negotiates, coordinates and manages professional service contracts.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

QUALIFICATIONS

Education and/or Experience

Any combination of formal and informal education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is: A Bachelors' degree from an accredited College or in land-use planning, urban planning, public administration, business administration, economics or a closely related field, and five years' experience in community and/or economic development or Any equivalent

combination of education and experience, with additional education substituting on a year for year basis for the required experience.

Knowledge, Skills, and Abilities

Considerable knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes; Working knowledge of personal computers and GIS applications; Considerable knowledge of HUD Community Development Block Grant and other urban development programs. Skilled in the operation of a computer, including word processing software; motor vehicles; and various office machinery.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the community at large, the City Council, and other public officials; plan, direct, and coordinate community development related programs including current and advance planning, building and safety, housing, engineering, public works maintenance and economic development and manage a department; select, train, supervise and evaluate employees; represent the City in a variety of meetings; make decisions regarding operational and personnel functions; operate programs within allocated amounts; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; develop comprehensive plans to meet future City needs/services; deal constructively with conflict and develop effective resolutions; plan and enforce a balanced budget; develop new policies impacting department operations/procedures; interpret financial statements and cost accounting reports.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE: Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.