



Range: SG-8
FLSA: Exempt
Date: February 17, 2021

DIRECTOR OF COMMUNITY DEVELOPMENT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Community Development Department; to provide highly responsible and complex administrative support to the City Manager, City Council and appointed public bodies; and to coordinate assigned activities with other City departments and outside agencies.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager or Deputy City Manager. Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Management responsibility including administration of policies and procedures for the following Community Development Department services and activities: long range planning, current planning, development review, development services, code enforcement, building safety and affordable housing.
2. City liaison for Planning and Zoning, Housing, Historic Preservation, and the Board of Adjustment.
3. Develop and implement Community Development Department goals, objectives, policies, and priorities for each assigned service area.
4. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate accordingly.
5. Plan, direct and coordinate, through subordinate level managers, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

6. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Select, train, motivate and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and administer the Community Development Block Grant.
9. Oversee and participate in the development and administration of the Community Development Department budget; project funds needed for staffing, equipment, materials, and supplies by program; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Track workload metrics to analyze trends and recommend program enhancements or organizational efficiencies based on relevant data and best practices.
11. Explain Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Community Development Department to other City departments, elected officials and outside agencies; coordinate Community Development Department activities with those of other departments and outside agencies and organizations.
13. Coordinate and provide staff assistance to the City Manager; participate on a variety of committees, and local and regional groups united for the resolution of common problems; prepare and present staff reports, recommendations and other necessary correspondence.
14. Provide staff support to City Council and assigned commissions, boards and special committees.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and city management.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Mediate disputes involving department functions.
18. Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
19. Perform special projects as assigned by the City Manager.
20. Maintain or perform website content function within assigned role.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a comprehensive municipal management program.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of risk management.
- Principles and practices of mediation and settlement.
- Principles and practices of both long range and current planning operations.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- AZ affordable housing programs implemented at the local level.

Ability to:

- Work in organized team efforts and assist in problem-solving work-related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Lead and direct the operations, services and activities of a comprehensive community development and municipal service delivery program or a related field.
- Identify and respond to community and City Council issues, concerns, and needs.
- Delegate authority and responsibility.
- Plan, organize, direct and coordinate the work of lower-level staff.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws 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.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the use of sound judgment and complex decision-making.
- Promote and exhibit exceptional customer service skills.

Experience and Training Guidelines

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

Experience:

Six years of increasingly responsible experience in planning, community development, public administration or a related field, including at least two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in resource management and planning, public administration, or a related field. Master's degree in related field and AICP certification preferred.