



DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under general direction, ~~to the Deputy Director~~ assists in planning, managing, organizing, coordinating and overseeing the activities and operations of the Community Development Department; ~~to~~ coordinates assigned activities with other City departments, divisions and outside agencies; ~~and to~~ provides highly responsible and complex administrative support to the Community Development Director; acts as department director as assigned; ~~and~~ performs related duties as required.

DISTINGUISHING CHARACTERISTICS

~~This single position class is identified as an assistant department head in the City's classification structure. The incumbent Deputy Director is responsible for the planning, administration and operation of a variety of support services and intradepartmental projects in some or all of the divisions within the Community Development Department, performs responsible and innovative administrative management in support of the City's goals and objectives and is a participating member of the Department's management team. The position incumbent has a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments.~~

~~The Deputy Director is expected to identify policy issues and work either independently or with other staff to develop options and recommend solutions.~~ The position is distinguished from the Community Development Director in that the Director has overall management responsibility for all aspects of the Community Development Department. It is distinguished from other division manager positions in the department in that the Deputy Director will take a lead role in overall Department administration and the formulation and implementation of the Department's overall goals, budget, training, and evaluation programs as assigned.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Community Development Director.

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Depending on assignment, dDuties may include, but are not limited to, the following:

Assist the Department Director in administration of departmental programs.

Provide administrative direction to activities relating to the effective utilization of programs, personnel, resources, facilities and equipment.

Plan, organize, control, and evaluate the functions and activities related to construction services, including serving as Building Official, and overseeing building and housing inspections, plan checking, and public Permit Center services.

Develop, encourage, implement and manage re-engineering and continuous improvement processes.

Assist in managing the development and implementation of Community Development Department goals,

objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Participate as a team member and leader in the work of the Department.

Develop and implement productivity measurements and statistics.

Represent the Community Development Department to other City departments, divisions, elected officials and outside agencies; explain and interpret Community Development Department programs, policies, and activities.

Select, train, motivate and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Assist in planning, directing, and coordinating the Community Development Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Assist in managing and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Serve as a liaison with employees, public and private organizations, community groups, and other organizations; provide information and assistance regarding community development programs and services.

Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development.

OTHER JOB RELATED DUTIES

~~Perform related duties and responsibilities as assigned.~~

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive community development department.

Organization and management practices as applied to community development programs, policies and operational needs.

Project management principles and concepts.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Skill to:

Analyze technical and administrative information.

Public speaking, written and oral communications.

Problem solve and thought processing.

Ability to:

Provide administrative and professional leadership and direction for the assigned division(s).~~Lead as a member of a networked team.~~

Facilitate public meetings.

Select, supervise, train, and evaluate staff.

Prepare and administer budgets.

Engage in ongoing process improvement review and implementation.

Maintain and exhibit discretion, honesty and integrity when handling sensitive situations.

Participate in a collaborative and positive manner with internal and external stakeholders.

Understand, interpret and explain codes, regulations and policies.

Provide vision and set operational goals to achieve this vision.

Think strategically, d~~Deal~~ constructively with conflict and develop solutions.

Learn quickly and think strategically.

Generate options and make recommendations.

Take responsibility.

Set priorities and multi-task.

Determine when to seek assistance, refer, inform or escalate a problem.

Be innovative and willing to take initiative.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

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

Experience:

Six years of progressively responsible experience in project management, community development, specifically in building, housing or code enforcement, and community facilitation, three years of which have been in a supervisory role.

When the position includes Building Official duties, experience shall include four years of increasingly responsible experience of a supervisory and administrative nature in the design, construction, and inspection of public, commercial, industrial, or residential buildings.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, public policy, planning, urban studies, economics or a closely related field. A Master's degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

When the position includes Building Official duties, possession of a Building Official Certificate issued by the International Code Council or other equivalent state, national, or international association is required within 12 months of appointment.

ADA Special Requirement:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

ADOPTED CC:	6-20-16
REVISED CC:	
FORMER TITLES:	
BARGAINING UNIT:	DEPUTY DIRECTORS UNIT
FLSA:	EXEMPT
PERFORMANCE APPRAISAL:	MANAGEMENT
DOT:	NO
PRE APPT MEDICAL:	NO
SAFETY SENSITIVE:	NO
FORM 700:	YES
JOB CODES:	2135
ABOLISHED:	