



Job Description

Title: Director of Community Development	FLSA Status: Exempt	Created:
Supervisor: City Manager	Supervises: Senior/Associate/Assistant Planner, Planning Technician, Administrative Assistant, Chief Building Official, Building Inspector, Building Permit Technician, Code Enforcement Officer	Revised:
Job Family: Community Development	Bargaining Unit: Management/Conf	Approved:

JOB SUMMARY:

Under the direction of the City Manager, plan, direct and supervise the activities and operations of the planning, building and Code Enforcement functions of the City of Livingston; assist with the management of the Livingston Redevelopment Agency; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the Community Development Department’s services and activities, including performing a comprehensive review of the general plan and zoning code, processing land use applications and coordinating code compliance and City beautification efforts; recommend and administer policies and procedures.
- Manage the development and implementation of the Community Development Department goals, objectives, policies and priorities for assigned service areas.
- Establish appropriate service and staffing levels for the Department according to City policy; monitor and evaluate work methods and procedures and allocate resources accordingly.
- Plan, direct and coordinate the Community Development Department’s work plan; assign projects and programmatic areas of responsibility; meet with management staff to identify and resolve problems.
- Assess and monitor workloads, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide and coordinate staff training; work with employees to correct deficiencies.
- Oversee and participate in the development and administration of the Community Development Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Review, prepare and revise the comprehensive general plan and zoning code; interact with community groups, citizens and businesses involved with zoning-related issues.
- Assist in the management of economic development activities in collaboration with other departments; develop strategies to assist in business growth; negotiate development agreements.
- Review and process applications; ensure compliance with appropriate laws, codes, regulations and ordinances; prepare public hearing notices and staff reports; make presentations to the Planning Commission.
- Conduct research and planning studies; prepare a variety of reports on findings, operations and activities; make recommendations accordingly.
- Develop, justify and forecast Community Development Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.

- Represent the Community Development Department to other City departments, elected officials and outside activities; coordinate Community Development Department activities with those of other departments and outside agencies and organizations.
- Provide staff assistance and prepare reports for the Planning Commission, the City Council, the City Manager and related Boards and Commissions; prepare agendas, staff reports and other necessary correspondence.
- Consult with developers, contractors and the public on construction and land use issues; provide information on planning and zoning requirements.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Develop short and long-term planning goals.
- Oversee the Code Enforcement Program.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Attend and conduct a variety of meetings as required.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Operations, services and activities of a comprehensive planning program.
- Principles and policies of regional and urban planning.
- Zoning administration practices and methods.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of urban design and neighborhood revitalization.
- Principles and practices of program development and administration.
- Principles and practices of short and long-term planning.
- Principles of management and organizational behavior.
- Applicable laws, codes, regulations, policies and procedures.
- Municipal budget preparation and administration.
- Oral and written communication skills.
- Principles and practices of administration, performance evaluation, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Manage and direct the operations, services and activities of the Community Development Department.
- Identify and respond to community, Planning Commission and City Council issues, concerns and needs.
- Develop and administer department goals, objectives and procedures.
- Plan, organize, direct and coordinate the work of lower-level staff.
- Interpret and explain City policies and procedures.
- Research, analyze and evaluate public service methods and techniques.
- Delegate authority and responsibility.
- Analyze zoning requirements and policies and make recommendations for needed revisions.
- Prepare and administer the department budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply rules, policies and procedures including Federal, State and local policies, laws and regulations.
- Supervise, select, train and evaluate the performance of assigned staff.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education and Experience:

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 is:

- Bachelor's degree in City Urban and Regional Planning, Architecture, Urban Design and Economics or a related field.
- Five years of increasingly responsible experience in public planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement and consultation.
- Master's degree in Planning and AICP membership is desirable but not required.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Outdoor/Indoor/Office environment.

Physical Demands:

- Lifting and carrying light objects as assigned.
- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to retrieve files and materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files and materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.