

CITY OF COVINA

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees, and directs the operations and services of the planning, transportation, building and safety, and code enforcement divisions of Community Development; accepts responsibility for the management of the Department budget and all personnel related issues; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Director of Community Development** is the administrative management level class responsible for the overall planning, organizing and administration of the policies and procedures within the Community Development Department. This class serves as acting Department Head in the Director's absence; oversees and supervises the four divisions of the department. This classification is distinguished from the next higher classification of Director of Community Development in that the latter is responsible for the overall management of the Department including redevelopment.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Director of Community Development. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops policies and procedures; recommends programs, projects, and work assignments to the Director of Community Development; serves as division manager for the Planning, Transportation, Building, and Code Enforcement Divisions including supervising staff; monitoring work activities to ensure safe work practices, work quality, and accuracy; developing and maintaining short and long-range goals and schedules for assigned areas; and ensuring compliance with applicable rules, policies and procedures.
- Assists the Director with other departmental division assignments as needed and determined by the Director; and may be assigned to work within Redevelopment.
- Assists the Director in the administration and coordination of a variety of services, including current and long-range planning, zoning, development, environmental review, traffic and transportation planning, housing studies, and economic/redevelopment strategies.

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- Assists and participates in the development of the Community Development budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved department budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Directs, coordinates, reviews and participates in the work of professional and technical employees engaged in data collection, analysis, plan formulation, property maintenance, review of proposed developments, permit processing, housing studies, and implementation and maintenance of a wide variety of planning and zoning activities; provides interpretation of the General Plan, zoning, and subdivision ordinances; and coordinates activities with other divisions, City departments, outside agencies, and organizations.
- Supervises and participates in the development, implementation and maintenance of department's goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting department goals; ensures that goals are achieved.
- Coordinates the selection, orientation, training and evaluation programs for department personnel; provides or coordinates staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of staff to ensure compliance with applicable federal, state and local laws, codes and regulations; negotiates and administers contracts with planning and environmental consultants, and traffic engineers to perform planning and traffic/transportation planning related work.
- Serves as a resource for department personnel, City staff, other organizations and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Serves as a technical advisor to the Planning Commission, Development Review Committee, Historic Preservation Board, City Council, and City staff; prepares and coordinates reports and presentations; ensures timely action on City Council, Planning Commission and Historic Preservation Board directives and initiatives.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings, and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning, building and safety, code enforcement, transportation, block grants, economic development, redevelopment, and relative service delivery responsibilities; responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the department with other City departments, other agencies, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant Director of Community Development**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in urban or regional planning, redevelopment and economic development, including two years in a supervisory or management capacity, and a bachelor's degree in urban or regional planning, economics, public administration, architecture, landscape architecture, or a related field. A master's degree in urban or regional planning is desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid California Class C driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of Community Development; principles, practices and techniques of current and advanced planning, building and safety, transportation, code enforcement, economic development, grant administration, and redevelopment; state and federal regulations relating to subdivisions, annexations, zoning, housing, redevelopment and land use; physical design, demographic, environmental, economic and social concepts as applied to municipal planning, community development, housing; grant writing, and administration; contract negotiation and administration; technological advances in land use planning; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and coordinate the work of the Community Development Department; supervise and participate in the collection, analysis and interpretation of data pertaining to planning, advanced planning, transportation, building, and code enforcement; represent the interests of the City with a variety of boards, committees, commissions, outside agencies, and the public; read and interpret maps, sketches, plans, drawings, specifications, and technical manuals; develop and administer a budget; supervise and participate in the establishment of department goals, objectives and methods for evaluating achievement and performance levels; negotiate and oversee contracts; make clear public presentations; coordinate, develop and conduct training programs for assigned staff; attend evening meetings as required; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications, including graphic and presentation programs.