COMMUNITY DEVELOPMENT AGENCY DIRECTOR

DEFINITION
Under administrative direction, plans, organizes and directs the Community Development Agency activities, including the departmental functions of planning, building, code enforcement, and environmental health; functions as Director of Public Works and the County Engineer; provides expert professional assistance to the Board of Supervisors and County management staff in areas of responsibility; and performs related work as required.

DISTINGUISHING CHARACTERISTICS
This is a department director classification with overall responsibility, through subordinate managers, for the County's Community Development Agency (comprising Building, Planning, Code Enforcement, Environmental Health, Public Works and Solid Waste). This classification is accountable for accomplishing Agency goals and objectives, and for furthering County goals and objectives within general policy guidelines. Responsibilities include directing, coordinating and supervising the work of Agency staff, preparing and administering budgets, and performing a broad range of complex professional community development work.

REPORTS TO
County Administrative Officer

CLASSIFICATIONS DIRECTLY SUPERVISED
This classification supervises the management and supervisory staff of the Community Development Agency.

EXAMPLES OF DUTIES
Essential:
- Plans, organizes, assigns, directs, reviews and evaluates the Community Development Agency activities; coordinates activities of the departments within the Agency and with other agencies and County departments
- Manages the daily operations of the Public Works Department
- Utilizes civil engineering knowledge to develop, design, prepare and approve plans and projects, from planning stages through construction both personally and through the supervision of staff
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Agency
- Directs the preparation and administration of the Agency budget
• Performs complex and sensitive professional level work in any of the Agency areas
• Ensures effectiveness and efficiency of Agency departments and programs; ensures consistency and compliance with legal parameters, community needs and Board policy
• Directs and reviews the work of contract consultants providing assistance to Agency departments
• Directs the selection, evaluation, training and development of departmental staff; interprets County policies and procedures to staff
• Confers with and provides professional assistance to members of County departments on Agency matters
• Conducts or directs analytical studies of Agency activities; develops and reviews reports of findings, alternatives and recommendations; advises Board of Supervisors on a broad range of issues
• Represents the County in meetings with representatives of governmental agencies, professional, business and community organizations, and the public
• Monitors developments related to Agency matters; evaluates their impact upon County operations and recommends and implements policy and procedural improvements

TYPICAL PHYSICAL REQUIREMENTS
Mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

Must be willing to attend meetings outside of regular work hours.

TYPICAL WORKING CONDITIONS
Work is usually performed in an office environment; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS
Knowledge of:
• Administrative principles and methods, including goal setting, program and budget development and implementation, contract administration, personnel management, and employee supervision
• Federal, State and local laws affecting the Agency
• Public relations, community needs and County programs and services
Principles and practices of environmental quality control, and public health and safety
- Basic knowledge of, and legislative issues relating to, planning, zoning, building construction, State Planning Act, Subdivision Map Act, Uniform Building Code, California Environmental Quality Act
- Civil engineering standard practices and concepts
- Purposes and procedures of public planning agencies, boards and governing bodies
- Laws, regulations and ordinances governing planning and land use, building, environmental health, and public works.
- Laws, codes and safety regulations and codes related to the maintenance construction and operation of roads
- Principles, techniques, and trends in community development
- Environmental impacts of changes in land use
- Budget development and control
- Principles of project planning, coordination and direction
- Principles of public administration and staff supervision, training and evaluation

Skill in:
- Planning, organizing, assigning, directing, reviewing and evaluating Agency activities
- Selecting, training, motivating and evaluating assigned staff
- Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards
- Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Agency activities
- Preparing, verifying, analyzing and reconciling complex reports and recommendations
- Directing and coordinating the work of others through various supervisory levels and providing assistance on complex problems
- Exercising sound independent judgment within general policy guidelines
- Establishing and maintaining effective working relationships
- Representing the County effectively in meetings
- Preparing clear, concise, and competent reports, correspondence and other written materials
Education and Experience:
Bachelor's degree from an accredited college or university in Civil Engineering AND five years of progressively responsible management and supervisory experience which include program planning and evaluation, roadway design and construction, budget management, fee development, personnel administration, and policy implementation.

Licenses and Certificates:
Registration as a Professional Civil Engineer in the State of California which is required to be kept current and up-to-date
Possession of a valid California driver's license within 30 days of hire

Other Requirements:
This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.