



Director of Community Development

SUMMARY

The position shall be responsible for providing progressive, comprehensive community planning and housing rehabilitation programs in accordance with policies of the Town Council of the Town of Apple Valley as administered by the Assistant Town Manager. In addition, direct the activities of those departments providing direct development services to the community and its residents.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Town Manager. Exercises general and direct supervision over professional and technical staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Directs the activities of Housing and Planning personnel.
- Plan, organize and coordinate housing programs, including supervising the development and implementation of the Neighborhood Preservation Plan, Grants Program, Affordable Housing Program, and Residential Rehabilitation program.
- Administers and oversees the management of a variety of planning and building agreements, contracts, and contractors to achieve the goals and objectives of the Town; ensures compliance with performance and cost agreements; evaluates cost effectiveness of agreements.
- Makes practical interpretations of development plans and ensures conformance with planning regulations and the municipal code.
- Prepares, manages and coordinates the development of the Community Development budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies and defends programs, operations and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Prepares grant applications and administers Federal and State Housing and Economic Development Grant Programs.
- Develops implements and maintains departmental goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Compiles and analyzes basic economic and physical data, along with historical and projected trends and developments.
- Interpreting municipal and departmental policy to other management personnel as required.
- Represents the Town and appropriate departments at community and professional meetings as required.

- Prepares drafts of resolutions and ordinance related to departmental operations.
- Coordinating the activities of individual departments to assure the delivery of high quality service to municipal resident.
- Maintain confidentiality and performing related duties as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in planning, housing, business or public administration or an occupationally related field, and a minimum of three (3) years supervisory and work experience in housing or community development, urban planning, economic development and/or redevelopment, preferably with a government agency.

Desirable characteristics include a Masters Degree in Public or Business Administration or closely related field, with experience in municipal or county government.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- The formulation and administration of the Community Development programs.
- Thorough knowledge of the theory, principles, and practices of governmental planning and zoning, economic development and redevelopment.
- Thorough knowledge of laws and ordinances affecting land use planning, zoning for economic development, and redevelopment processes.
- Methods of research, policy development, statistics and survey analyses;
- The principals of local government management and supervision.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Collect, analyze, and interpret data pertaining to planning, housing and community development.
- Seek out grants and make timely applications for such funding.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility; Review and evaluate employees job performance.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with other employees, government officials and the public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use hand eye coordination to operate computers and various pieces of office equipment; to operate a motor vehicle, and to visit various Town and meeting sites; This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Some outdoor work may be required for inspection of various land use developments and construction sites.

Positions in this classification occasionally bend, stoop, kneel, and reach. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employee primarily works in an office environment where the noise level is quiet, and occasionally works in outside weather conditions where the noise level is moderate. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*