



JOB DESCRIPTION

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

The Community Development Director plans, directs and coordinates the activities of the planning, code enforcement, and building and safety activities within the Community Development Department; implements policies and establishes procedures related to planning, building and safety, and code enforcement functions; serves as staff person to the planning commission; establishes and maintains liaison to the public. In the absence of the City Manager, may act in this capacity.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Develops and implements policies and regulations relating to the use of land in the City of Rancho Mirage including planning, zoning, subdivision redevelopment and annexation of property; ensures that policies are administered equitably.
2. Plans, directs and coordinates activities and services of the Community Development Department; develops procedures to conduct activities; ensures that activities are conducted in accordance with federal and state laws, ordinances, rules and regulations; develop comprehensive plans to satisfy future needs for department services.
3. Prepares and administers the Community Development budget.
4. Advises and otherwise provides assistance to the City Council, the Planning Commission and other City personnel, as well as to the public, regarding planning related issues; prepare and presents reports and recommendations relating to social, physical and economic development of the community.
5. Conducts or directs the conduct of studies, preparation and presentation of reports regarding the use of land in the city, and the activities of the community development department.
6. Assists in, and recommends the hiring of Community Development Department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action.
7. Represents the City, or delegates such authority in relations with the community, advisory committees, local, state and federal agencies, other planning departments, and professional organizations.
8. Supervises and administers codes related to building construction in accordance with adopted uniform codes and City's rules and regulations.
9. Supervises and administers enforcement of the City municipal codes through investigation of complaints.
10. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



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QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include possession of a bachelor's degree in planning or a related field; and five years of progressively responsible planning experience, which includes three years of supervisory and administrative experience. A Master's degree in planning, public administration, community development, urban design or a related field is desirable.

Knowledge, Skills and Abilities

Extensive knowledge of the principles, practices and techniques of planning, state and federal laws, ordinances, rules and regulations regarding local government operations related to planning functions; principles and practices of supervision. Ability to plan, organize and coordinate department activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirement

Possession of, or ability to obtain, an appropriate California Driver's License and a satisfactory driving record.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

Stress Factors

Some pressure in making independent decisions and completing timely work. Ability to initiate and defend actions before the City Manager and City Council.

Work Environment

Works alone, with others, around others. Considerable contact with public, elected officials, other staff, consultants. Verbal, face-to-face and telephone contact.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension, judgment, and decision-making. Ability to work with those who may have differing opinions and maintain cooperative working relationships.

Equipment

Telephones, computers, keyboards, printers, calculators, photocopiers, facsimile machines.