

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant Community Development Director	Job Family: 2
General Classification: Management	Job Grade: 46

Definition: To plan, organize, and direct a variety of support services and intradepartmental projects in all divisions within the Community Development Department. This position performs responsible and innovative administrative management in support of City and department goals and objectives and is a participating member of the department's management team. The Assistant Director is expected to identify policy issues and work either independently or with other staff to develop options and recommend solutions. Acts on behalf of the Community Development Director in the Director's absence.

Distinguishing Characteristics: The Assistant Director serves as full-line assistant to the Director and assumes responsibility for multiple divisions as well as performs general administrative tasks for the Director. It is distinguished from division manager positions in that the Assistant Director will take a lead role in overall department administration and support functions and the formulation of the department's overall goals and objectives, budget/capital improvement, personnel training, and evaluation programs. The incumbent operates with a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments. Assignments are broad in scope and carried out within a significant degree of latitude and independence. Receives general supervision from the Community Development Director. Exercises direct supervision over the Environmental Sustainability Coordinator, Administrative Analyst, Administrative Aide, and other management, professional, technical, and office staff.

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

1. Plan, direct, and coordinate the work of a variety of support functions and intradepartmental projects in all divisions within the Community Development Department.
2. Exercise direct supervision over the Environmental Sustainability activities.
3. Coordinate and manage interdepartmental problem-solving teams to address issues and recommend solutions to resolve these issues.

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4. Develop, encourage, implement, and manage re-engineering and continuous improvement processes.
5. Provide administrative direction to activities relating to the effective utilization of programs, projects, personnel, resources, facilities, and equipment.
6. Develop and implement strategic visions for the department that are aligned with the City's and department's visions, goals, and objectives.
7. Communicate with staff concerning project information, City and department goals and policies. Participate in development, interpretation, and communication regarding appropriate application of policy and operational procedures.
8. Coordinate preparation of the department budget in accordance with Council priorities, administer budgets, and monitor expenditures and objectives. Develop and implement productivity measurements and statistics.
9. Review, edit, and manage staff reports to the City Council and to various commissions and committees as required.
10. Participate in the hiring, training, supervision, motivation, and evaluation of department staff.
11. Supervise, monitor, and review operations, employee performance, staff development, and program implementation for customer satisfaction, efficiency, effectiveness, work priorities, and compliance with laws, rules, regulations, and standards.
12. Support the Environmental Planning Commission.
13. Work with the City Attorney's Office to negotiate and coordinate agreements between the City, property owners, businesses, and other agencies for special development projects, as assigned.
14. Prepare and present written reports and oral presentations to the City Council, the Environmental Planning Commission, and other City boards and commissions, as well as various public and private groups as required.
15. Assist other departments, various committees, and the public in interpreting and understanding the Zoning Ordinance, Precise Plans, and General Plan.

16. Ensure that private development conforms to environmental regulations and design and development standards.
17. Assist in the preparation of Precise Plans and the General Plan.
18. Foster the development and policy goals of the City through cooperative relationships with City departments, other agencies, and the public.
19. Prepare and administer contracts for consulting services.
20. Perform other related duties as required.

Minimum Qualifications:

Knowledge of: Principles and practices of planning and development functions in public sector; laws and legal prerequisites pertaining to land development, e.g., CEQA, Subdivision Map Act, etc.; City's zoning ordinances and zoning techniques; engineering, economics, sociology, architectural, and urban design theories, principles, and practices; principles and practices of organization, administration, budget, and personnel management.

Ability to: Analyze technical and administrative information, identifying solutions, and taking or recommending appropriate actions; establish goals and objectives and maintain accountability; prepare and administer an operating budget; interpret and evaluate complex departmental issues; write and present concise and comprehensive reports; coordinate a variety of complex tasks and assignments simultaneously under challenging timelines; gain compliance from landowners and their representatives; assess compliance with the Zoning Ordinance and Precise Plans; communicate effectively orally and in writing; make presentations to City Council commissions and City Council on a regular basis; facilitate public meetings and workshops and negotiations; maintain and exhibit discretion, honesty, and integrity when handling sensitive situations; participate in a collaborative and positive manner with internal and external stakeholders; provide vision and set operational goals to achieve this vision; supervise management, professional, and frontline staff; coordinate work with other departments; communicate effectively with elected and appointed officials; work constructively with people to identify problems and creative solutions.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Six years of professional experience in urban planning, affordable housing, economic development, and/or building inspection, with a broad knowledge of local government principles, issues, and processes, including two years of supervisory/management experience. One year of planning commission experience or zoning administration is highly desirable. A bachelor's degree in urban planning or a closely related field; a master's degree in urban planning, architecture, public administration, or a related field may be substituted for one year of professional experience. A master's degree is preferred.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid Class C California Driver License. Certification by the American Institute of Certified Planners is highly desirable.

Working Conditions: In addition to the regular work schedule, this position must be available to work evenings and weekends to attend meetings, seminars/workshops, and training as needed.

Established: October 2017

Revised:

HRD/CLASS SPECS

Assistant Community Development Director