

CITY OF LOMA LINDA

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under general direction of the City Manager, plans, directs and coordinates activities of the Community Development Department comprised of Planning, Building and Safety, Engineering, and Redevelopment; develops and implements policies and procedures related to departmental functions; prepares and administers the department budget; performs related duties as required.

CLASS CHARACTERISTICS

This is a department head position with the incumbent reporting directly to the City Manager. The incumbent's areas of responsibility include all programs associated with land use and development in the City. Engineering and Building and Safety services are provided through contracts with private firms. The Director also serves as Assistant Executive Director of the Redevelopment Agency and in such capacity works with the Executive Director, (City Manager) and Redevelopment Agency Board of Directors, (City Council) in administration of redevelopment program activities.

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 Loma Linda, including planning, zoning, building and safety, property subdivision, environmental review, and property development activities.
2. As Assistant Executive Director of the Redevelopment Agency, advises, and otherwise provides professional assistance to the City Manager, City Council, Redevelopment Agency, advisory committees, city staff, parties involved in redevelopment activities, and the public on planning and community development issues; assists in the formulation of redevelopment projects, solicitation of participants, negotiation of contracts, and processing of relevant actions.
3. Oversees and consults in the design, preparation, and review of construction plans, site investigations, cost estimates, specifications, and reports for the construction and/or improvements of public facilities.
4. Plans, directs, and coordinates departmental activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with federal and state laws, local ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.
5. Prepares and administers the budget for the Community Development Services department.
6. Administers contract services pertaining to engineering projects, building inspection, and other consultant services; maintains liaison with service providers and ensures adherence to contract provisions.

7. Conducts or directs the preparation of the general and specific plans and the conduct of studies including the preparation and presentation of reports regarding the use of land in the City of Loma Linda, and activities of the Community Development Services department.
8. Selects 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.
9. Represents the City, or delegates such authority, in relations with the community, the Redevelopment Agency, local, state, and federal agencies, other community development departments, and professional organizations.

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 a bachelor's degree in planning, public administration, or a related field; and six years of progressively responsible redevelopment and planning experience, including at least three years in a supervisory capacity.

Knowledge, Skills, and Abilities

Extensive knowledge of the principles, practices and techniques of planning and community redevelopment; state and federal laws, local ordinances, rules and regulations regarding local government operations related to planning and redevelopment functions; California Redevelopment law; techniques for promoting economic development; 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 with the community at large, the City Council, and other public officials; develop comprehensive plans to meet future City needs; coordinate the efforts of multiple agencies to effect a redevelopment work program; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a valid Class III California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.