



City of Larkspur

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under direction of the City Manager, the Community Development Director plans, organizes, administers, reviews, and evaluates all the functions of the Department of Community Development to serve the community of Larkspur.

DISTINGUISHING CHARACTERISTICS

This is a department director level class responsible for planning, directing and obtaining resources for all operations and programs of the Department of Community Development. Community Development Director exercises significant discretion, within legal and general policy and regulatory guidelines, and independently develops and implements departmental policies, procedures, and services. This position provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. The Incumbent ensures that long- and short-range planning and goals and activities of the department are completed in a timely and efficient manner consistent with defined policies and regulations.

SUPERVISION RECEIVED AND EXERCISED

The Community Development Director reports to the City Manager. The Director provides direct supervision to the staff of the Community Development Department. At times, the Director may provide functional input to professional, technical, and clerical staff members in other departments, and to consultants retained by the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES*(include but are not limited to the following)*

- Develop and execute short- and long-range projects and strategic plans
- Advise City Manager on planning, building, and economic development issues
- Pursue professional development in the field of community development; study emerging trends; make recommendations for future planning
- Oversee preparation of plans, specifications, estimates and contracts
- Coordinate preparation of Departmental operating budget

- Prepare reports on progress or completion of community development projects
- Supports the City Manager's Office in the administrative work in the planning and coordination of the City's economic development program, including business recruitment, job development, and business retention
- Exercise leadership in management of community development employees, including selection, professional development, supervision, review and evaluation, and discipline
- Manage project, workload, and department priorities
- Oversee procurement of services and administration of service contracts
- Enforce ordinances and laws related to specific projects
- Collaborate with other municipal officials and with regional agencies, contractors, and government regulatory agencies
- Act as chair, member, or advisor to City committees
- Represent the City and the Department before the public
- Resolve human resources issues and organizational conflict

REQUIREMENTS

Knowledge of

- Knowledge of organization and function of city government and public agencies, including the role of elected officials and appointed boards, commissions, and committees
- Comprehensive knowledge of laws, rules, and regulations related to design and construction of planning projects and administration
- Knowledge of the Brown Act
- Knowledge of organizational policies and procedures as they relate to Department functions.
- Knowledge of theories, principles, and contents of General Plan, land use, zoning, subdivision, urban planning regulations, natural resource protection, and environmental laws.
- Knowledge of principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Knowledge of service needs, issues, and culture of Larkspur community
- Comprehensive knowledge of project management principles and practices used in the delivery of planning and building services
- Knowledge of technical, legal, financial, and public relations problems associated with the management of community development programs.
- Knowledge of budget preparation and administration practices
- Knowledge of contract negotiations and administration practices
- Knowledge of program planning, review, and evaluation techniques
- Knowledge of practices and techniques of administrative and financial record keeping

- and report preparation
- Knowledge of computerized information systems typically used in community development and planning applications
- Knowledge of organizational structure, workflow, operating procedures, and personnel management

Skill and Ability to

- Ability to effectively represent the City when meeting with officials, private contractors, and representatives of agencies, and in public meetings; and to establish collaborative relationships
- Skill in identifying, obtaining, and organizing public works and civil engineering resources
- Ability to select, manage, develop, and train assigned staff
- Ability to adjust to changes in workload and assignments and to meet deadlines under pressure
- Skill in analyzing information logically and creatively to identify problems, draw valid conclusions, and develop effective solutions to engineering problems
- Skill in understanding, interpreting and applying principles laws, rules, regulations, and policies and procedures pertaining to community development projects
- Skill in exercising sound independent judgment
- Ability to speak and write effectively, adjusting style, method, and information as appropriate for the knowledge base of the target audience
- Proficient in the use of Microsoft Office suite; competence with databases
- Ability to learn and utilize new technology
- Ability to monitor and maintain quality control standards
- Skill in planning, organizing, and directing the operations of the Department
- Skill in applying strong ethical, professional, and service-oriented leadership

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to the management of municipal public works and engineering activities to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent with major coursework in community development, urban planning, civil engineering, business or public administration or a related field. Master's degree strongly desired.
- At least 5 years of increasingly responsible experience in planning or community development in a public sector setting including two years of experience in a management/supervisory role.

In addition, qualified candidates must:

- Possess a valid California Driver's License at the time of appointment

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The incumbent will occasionally be required to climb or balance or crawl
- While performing the duties of this job, the incumbent is regularly exposed to video display terminals. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Acute hearing is required when providing phone and personal service
- The incumbent must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds
- The incumbent is frequently exposed to outdoor weather conditions
- The noise level in the work environment is occasionally moderately loud
- The incumbent may be required to work unusual hours, i.e., to attend meetings outside of normal working hours

OTHER:

FLSA Status: Exempt - Executive
Bargaining Unit: Unrepresented Management
Approved by: City Manager Dan Schwarz
Date: August 2, 2021