

## CITY OF HEMET

Class Code: 2112  
Page 1 of 2

Date Adopted: 12/22/1998  
Date Last Revised: 02/09/2010

### COMMUNITY DEVELOPMENT DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION

Under administrative direction, plan, direct, manage, and oversee the operations and services of the City's Planning Department.

#### SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the City Manager and/or the City Manager's designee. Exercises direct supervision over professional, technical, and clerical staff.

#### ESSENTIAL FUNCTIONS

*Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:*

Manage and direct all Planning Department activities and services including planning, housing, code enforcement and other related activities; provide direct support to the Planning Commission.

Direct the development and administration of the Department budget; approve expenditures and implement budget adjustments.

Direct data gathering, analysis and reporting on planning, zoning and development related issues; interpret and administer the general plan, specific area plans, zoning ordinance subdivision regulations, and City development regulations, policies and guidelines; review proposed developments for compliance with plans and ordinances.

Prepare reports and make presentations at City Council, Planning Commission and other meetings; serve on various internal and external committees; attend meetings as part of the City's executive team; serve as liaison with the community, professional groups, the media and other external contacts and resources for the City.

Establish, implement and enforce Department policies and procedures; work with City staff to establish Citywide policies and procedures.

Resolve discrepancies or procedural problems and respond to program administration and/or delivery questions ensuring necessary follow-up occurs; confer with and advise staff and internal and external customers by providing advice, problem-solving assistance, answers to questions and interpretation of program goals and policy.

Directly and through subordinate supervisors, hire, direct work efforts and evaluate staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints.

Provide planning services, as necessary, to the Redevelopment Agency and Housing Authority to include, but not be limited to preparation of land use and revitalization plans for Redevelopment project areas, to review and prepare appropriate design guidelines for Redevelopment project areas, and to review and process development applications for affordable housing projects.

### **QUALIFICATIONS GUIDELINES**

#### **Knowledge, Skills, and Abilities:**

Knowledge of municipal organization and administration; principles and practices of effective leadership, management and supervision; modern urban planning methods, principles and practices; development issues and concerns, public participation techniques, and the development process; program and project management principles and practices; city, state, and federal zoning and land use codes, acts, and regulations.

Skill in program development, implementation, and evaluation; assessing objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the City and the Department; managing, developing, motivating, and evaluating professional and support staff; managing special projects, activities, and programs.

Ability to conduct research and prepare clear, concise, and comprehensive reports; understand and apply complex regulations, procedures, and guidelines; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other City employees and the public.

#### **Education and/or Experience:**

Bachelor's degree from an accredited college in urban planning, urban design, land use planning, or a related field and five (5) years progressively responsible planning management experience, including three (3) years of supervisory experience, or an equivalent combination of education and experience.

#### **Certification/license And/or Other Special Requirements:**

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