



CLASS SPECIFICATION FOR
Director of Community Development

GENERAL STATEMENT OF DUTIES: Manages the County's Community Development program and functions; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single-position class holds responsibility for all facets of the daily operation of the Community Development program, including budget oversight, supervision of staff, and the coordination and provision of community development (Building Inspections, Planning, Public Utilities and Public Works) services to the public. The employee is also responsible for the overall operation and maintenance of the Eastern Service Center facility, ensuring building security and the safety of employees and customers, coordinating building maintenance and repair, and facilitating citizens' use of the community and multi-purpose rooms. The employee demonstrates considerable knowledge of the scope and purpose of the services of Community Development and of the interrelations of the various units of the division, and interprets ordinances and policies relating to the sections. Supervises clerical and technical personnel. Receives policy direction, administrative guidance and general supervision from the Deputy County Manager for Community Development.

EXAMPLES OF WORK (illustrative only):

- Manages the daily operation of the cooperative Community Development program, coordinating the provision of information and basic services offered by Building Inspections, Planning, Public Utilities and Public Works;
- Selects, supervises and evaluates Community Development employees, overseeing their proper training in procedures and forms and conducting cross-training between the various agencies they represent to ensure that work is done in an accurate and timely manner;
- Manages the overall operation and maintenance of the Eastern Service Center facility, ensuring building security and customer and employee safety, effecting building maintenance and repair, and scheduling public rooms for use by customers and citizens;
- Prepares and monitors the division's annual budget;
- Authorizes invoices, IDT's and purchase orders, in control of division expenditures;
- Coordinates recordkeeping and records maintenance in accordance with the needs and requirements of the division and of the agencies it represents;
- Handles all purchasing and prepares time reporting for the Community Development division;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of business management and customer service functions; considerable knowledge of the technical aspects of drafting, planning, engineering and inspections as they relate to the work and assignments of the Community Development division; knowledge of data processing applications and some skill in the use of a personal computer and on-line terminal; ability to prepare accurate and comprehensive statistical and administrative reports; ability to organize and supervise a diversity of clerical and technical duties; ability to communicate effectively, both orally and in writing; good public-relations skills.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in planning, civil engineering, or a related field, and four (4) years of directly related work experience, including two (2) years in a supervisory capacity; **OR**, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.