



City of Greenfield

## **COMMUNITY DEVELOPMENT DIRECTOR**

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Job Title:	Community Development Director
Department:	Community Development
Reports To:	City Manager
Employee Type:	Fulltime
FLSA Status:	Exempt
Effective Date:	10.2018

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### **DEFINITION**

Under administrative direction, plans, organizes, manages and provides the administrative direction and oversight for the functions of the Community Development Department. Specific areas of responsibility include planning, advanced planning, zoning, building and environmental review. Coordinates Department activities with other City Departments officials, outside agencies and the general public, reporting to the City Manager the Director will assist the City Manager in the daily administration of governmental and non-intergovernmental related activities. The Director will prepare reports and recommendations to the planning Commission and City Council. Assist the City Manager with policy development and assist with developing and implementing public policy for affordable housing and economic development activities. Supervise the Community Development Department and Direct the preparation of planning and grant documents for community-based programs.

### **CLASS CHARACTERISTICS**

This is a Department Head position with broad responsibility and requires the performance of complex or difficult work requiring the use of independent or the application of technical knowledge and/or related skills. The Director will provide leadership and supervise all department staff.

### **ESSENTIAL FUNCTIONS:**

.Assists the City Manager in public policy governing city-funded community development and affordable housing / Economic related programs related programs.

- Directs the activities of the Community Development division.



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- Represents the City Manager in the areas of community development, affordable housing, and community-based activities.
- Provides administrative oversight for federal grant programs sponsored by special purpose units of local government and social services agencies in Monterey County.
- Provides administrative oversight and ensures compliance for all contracts administered by the Community Development | Building & Planning division.
- Provides technical guidance to elected officials and administrators on the impact of state and federal legislation in the areas of community development and affordable housing.
- Develops, directs and coordinates the implantation of goals, policies, procedures and standards for the Community Development Department
- Manages and participates in the development and administration of the department's budget.
- Selects, trains, motivates, directs and evaluates department personnel
- Administers and implements the City's General Plan, Housing Element, Specific Plans, zoning ordinance and other policy documents
- Oversees City compliance with current environmental laws and acts
- Negotiates contracts and agreements, coordinates the review of same city department heads and legal counsel as may be necessary.
- Maintains and directs the maintenance of working and official department files.
- Monitors changes in laws, regulations and technology as it relates to planning and community Development
- Performs other duties as assigned

## QUALIFICATIONS

**MINIMUM REQUIREMENTS: Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:**

Master's degree in planning, Public Administration, Urban Planning, Business Administration, or related field and four (4) years' experience in Community Development or Public Administration in a management position. A bachelor's degree with two (2) additional years of experience will substitute. Knowledge of Federal and state law and regulations governing community development, planning principles, housing development finances, statistical research methodology, business principles, and contract administration.



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**SUPERVISORY RESPONSIBILITIES:**

The position supervises the activities of the Community Development and Building & Planning divisions.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this position, the incumbent is regularly required to perform general office work including visits to construction sites, project sites, etc.

**OTHER REQUIREMENTS:**

Regular attendance is essential. Incumbent must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Incumbent must have the ability to work well with others. Incumbent must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodation to work hours and schedules are considered on an individual basis.

**DECISION MAKING:**

This position makes all management and personnel decisions for the Community Development | Building & Planning department staff, all contract administration determinations. All compliance, policy and management decisions for CDBG, SNAP, HOME, ESP, HOWPA, and related SAMSHA programs.

**CONTACTS:**

Interacts with the Court, Community Leaders, Elected Officials, Mayors, Public Policy, Program Development, HUD, Citizens, Municipalities, Contractors, Policy Development, Program Administrators and Contractors, and Private Not for Profit Organizations.

**License/Certificate:**

Must possess a valid California class C driver's license and have a driving record acceptable with the City's insurance carrier.