

DEPUTY DIRECTOR COMMUNITY DEVELOPMENT

*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.*

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of assigned areas within the Community Development Department; provides strategic direction, develops programs and services, and manages multiple functional areas through lower level managers and supervisor; integrates City policy with program needs and objectives; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Community Development Director; and, as assigned, is responsible for serving as second in charge of the Community Development Department in the absence of the Community Development Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participate in the overall management of the Community Development Department; assume day-to-day management responsibility for assigned areas.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of assigned division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Research alternative funding sources such as grants and various state and federal programs; prepare and/or oversee the preparation of applications; identify and recommend long-term financing alternatives.
8. Supervise, direct and coordinate a variety of studies such as local conditions and projections of the future composition of the community, and special planning, zoning and environmental studies; prepare detailed reports that include findings and recommendations.
9. Prepare long range plans to meet community needs based on studies of local conditions and projections of the future composition of the community; recommend additional, altered or expanded facilities.
10. Represent the department at public meetings; present relevant information with respect to assigned areas to the City Council, Boards, Commissions and citizen committees as required.

CITY OF ANTIOCH
DEPUTY DIRECTOR COMMUNITY DEVELOPMENT (CONTINUED)

11. Meet with and advise outside agencies, private companies, and individual regarding applicable City policies and processes; explain purpose and provide direction to facilitate navigating said policies and practices.
12. Negotiate and administer various agreements and contracts with public and private agencies; manage the work of outside consulting professionals and contracts.
13. Serve as a liaison with other divisions, departments, outside agencies, and individuals relative to assigned areas of responsibility; represent the City in a professional and solution oriented manner; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Community Development Director; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.
16. Attend and participate in appropriate and applicable professional group meetings; maintain awareness of new trends and developments relative to assigned areas; incorporate new developments as appropriate.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a broadly defined community development program, including planning and economic development theory.
- Advanced principles and practices of urban planning, economic development, and zoning administration.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principles of mathematics and statistics.
- Recent developments, current literature and informational sources in the fields of planning, zoning, environmental impact, building and development, code enforcement, recreation, and economic development.
- Research methods and techniques including statistical analysis and techniques.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Assist a department head in managing and directing a comprehensive Community Development Department.
- Manage and provide strategic direction to assigned areas.
- Quickly assimilate new programs and service areas and integrate into overall departmental objectives.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.

- Prepare clear and concise administrative and financial reports.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Interpret and present City Codes, policies, and programs effectively to the general public.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.
- Study, analyze and compile technical, statistical and economic information pertaining to assigned area.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate applicable new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, or a related field. A Master's degree is desirable.

Experience:

Five years of increasingly responsible professional experience in the Community Development field including two years of supervisory and management responsibility. Demonstrated experience managing multiple and diverse areas of responsibility is highly desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites including construction sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Revised: June 1997; October 2010; May 2012; September 2013

CITY OF ANTIOCH
DEPUTY DIRECTOR COMMUNITY DEVELOPMENT (CONTINUED)

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.