



COMMUNITY AND ECONOMIC DEVELOPMENT MANAGER

Salary Range: M/153

DEFINITION

The Community and Economic Development Manager is a departmental management level classification responsible to plan, direct, manage, and oversee assigned activities and operations including: Planning, Code Enforcement, Building and related support services. The position provides highly responsible and complex administrative support to the Town Manager, Planning & Economic Development Commission, and Town Council. This is a single position, department Manager level class with responsibility for program development and implementation of goals, objectives, policies and priorities for department activities. Incumbent ensures that activities of the department are completed in a timely and efficient manner consistent with defined policies, regulations and laws. The position is a member of the Town's Management Team.

SUPERVISION RECEIVED AND EXERCISED

Position receives direction from and reports to the Town Manager. The position exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Provide management responsibility for operational services and activities pertaining to Town planning, building, code enforcement, economic development, provides staff support to the Planning and Economic Development Commission and related services.
- Work with other Town staff, elected officials and outside agencies to explain and interpret Town administrative programs, policies, procedures and activities, negotiate and resolve sensitive, significant, and controversial issues, and respond to and resolve inquiries and complaints.
- Manage major and minor projects including General Plan revisions and amendments, zoning code management, complex reports, environmental reviews, and studies.
- Select, train, motivate, and evaluate assigned personnel; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.
- Oversee the preparation of new or updated Town ordinances and the amendment of existing ordinances, the municipal code and the General Plan and ensure conformance to Town plans and regulations through code enforcement strategies.

- Confer with builders, engineers, contractors, attorneys, architects and the public concerning department procedures, interpretation and application of Town planning policies and ordinances, and conditions imposed on approved applications.
- Interpret the department's codes, regulations, plans, policies and functions for elected and appointed boards, the business community and the public.

PERIPHERAL DUTIES

- Represent the Town and the department in Design Review, Planning and Economic Development Commission, other committees and Town Council meetings.
- Inform and advise the Commission, Council, and community groups, as well as the Town Manager, on local and regional community development, environmental, economic and infrastructure planning issues.
- Coordinate and manage the Town Building Department, with day to day operations and technical matters administered by the Building Official.
- Ensure the timely preparation of complete and accurate staff work for presentation to citizen committees, commission and the Town Council.
- Participate in the preparation of the department budget.
- Coordinate planning activities with other Town departments and with outside agencies.
- Perform other related duties, as needed.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a municipal government programs including current and long range planning, CEQA, specific plans, design guidelines, permitting, zoning, land use, development review, code enforcement, and building regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to planning, building, and code enforcement.
- Principles of supervision, training and performance evaluation of employees.
- Advanced principles, practices, and standards of municipal planning and general knowledge of current building codes.
- Principles and practices of environmental requirements.

- Pertinent federal, state, and local laws, codes, and regulations.
- Business mathematics, statistics, financial analysis, and research procedures.
- Community economic development strategies.

Ability to:

- Interpret, explain and apply policies, procedures, and regulations pertaining to principles and practices of urban planning, zoning, and residential and commercial subdivision design.
- Communicate clearly and concisely, orally and in writing for the public, Commission, and Council.
- Coordinate multiple concurrent projects, working well under pressure and deadlines with limited supervision.
- Maintain confidentiality of work performed and information received.
- Perform assigned duties and tasks using independent judgment and personal initiative.
- Plan, organize, direct, and coordinate the work of assigned personnel.
- Delegate authority and responsibility, select, supervise, train, and evaluate staff.
- Maintain cooperative working relations with the general public, commission members and employees with an emphasis on customer service.
- Exercise good judgment, flexibility, creativity, and sensitivity to changing situations and needs.
- Management of complex environmental review processes, public review processes and Commission processes.
- Carry out the mission of the Town and the Department.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A bachelor's degree in urban planning, public administration, geography or a related field is required (planning degree is preferred).

Experience:

Seven years of increasing levels of responsibility and administrative experience with an emphasis in municipal planning with 4 years governmental planning related experience, and 3 years of supervisory experience.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software, telephone, calculator, copy and fax machine, and various graphic design tools.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

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

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.