



Job Description – Community Development Director

Salary Class & Designation: 88E
FLSA Status: Exempt
Employment Status: Executive Team
Reports to: City Manager

Position Summary: Under general supervision of the City Manager, plans, directs and coordinates the full range of community development activities including planning, building, zoning administration, code enforcement, economic development, housing, and administration and provides highly responsible and technical staff assistance to City Manager and City Council; performs related work as assigned.

Typical Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Serve as staff to the Planning Commission and City Council in community development matters, including the preparation and presentation of reports, recommendations and agendas.
- Prepares planning reports and develops agenda material for Planning Commission meetings.
- Attend all City Council and Planning Commission meetings.
- Interprets and applies City zoning ordinances in reviewing and analyzing development proposals and in replying to public inquiries.
- Conducts initial Studies and prepares basic environmental documents (Exemptions, Negative Declarations, etc.) pursuant to the California Environmental Quality Act (CEQA).
- Develops and implements systems and procedures to ensure the proper processing of permit applications and the issuance of permits, variances, zone changes, and architectural reviews.
- Performs field work and site visits (occasionally in extreme weather conditions) to fully comprehend, analyze, and document development procedures.
- Administers Community Development Block Grant program; prepares grant applications; plans and conducts information meetings; and advises the City Manager and City Council on project applications.
- Coordinates community development activities with other City departments and outside agencies.

- Coordinate and attend meetings of the Technical Advisory Committee, Revit-ED Committee, and prepare information to support those committees.
- Responsible for maintaining a General Plan including Housing Element, and implementing ordinances which are current, internally consistent, and in compliance with State Law.
- Monitors and analyzes Federal and State legislation and regulations relating to economic and community development to determine impact concerning changing regulatory requirements.
- Develops economic development and housing program resources; responds to inquires and works with individuals interested in pursuing the development of projects; makes referrals to financing agencies; develops working relationship with Federal, State and other local and non-project agencies offering economic development and housing assistance programs.
- Develops and implements a marketing strategy for the City of Willits for the retention, expansion and recruitment of business and industry.
- Identifies and accesses funding sources; maintain relationships with funding sources and ensure compliance with reporting requirements, administers contractual agreements with government agencies to ensure appropriate fiscal controls.
- Counsels, cooperates with, and acts as liaison to other local agencies and nonprofit organizations working in economic development or business promotion projects and activities involving promotion and development of local economy.

Materials, Equipment and Tools: Standard office equipment such as; computer, copier, fax, calculator.

Special Requirements: Possession of a valid California Class C Driver's License

Desirable Skills, Knowledge and Abilities:

- A results-oriented person and persuasive individual who is accustomed to a "hands on" approach is especially desired. Should value leadership and entrepreneurship over "process".
- Establish cooperative working relationships with federal, state, and local officials, as well as private financing institutions, venture capital groups and developers is essential to the success of the position.
- A wide range of leadership skills including inspiring, motivating and developing staff, taking on responsibility, remaining flexible in thinking and action, and being motivated by challenge.
- Working knowledge of the California Environmental Quality Act, and principles of community sustainability, low impact development and smart growth.

- Principles and practices of municipal organization, administration, and budget.
- Principles and practices of personnel administration including methods and techniques used in recruitment and selection, classification, salary administration, affirmative action and risk management.
- Principles of supervision, training and job evaluation.
- Principles and practices of municipal code structure and maintenance.
- Principles and practices of municipal planning, including building, architectural. And site design.
- Applicable Federal, State, and local planning laws, regulations, including CEQA and ordinances.
- Functions of governmental agencies involved in the planning process.
- Open meeting laws and other rules related to the conduct of City Council meetings and committee meetings.
- Modern office practices, procedures, equipment (computers), programs, and techniques.

Ability to:

- Communicate clearly and concisely
- Compose planning reports, technical studies, and other planning related documents with little supervision and editing input from City Manager.
- Interpret technical and legal documents related to planning.
- Operate word processing and graphic computer programs.
- Establish and maintain cooperative and productive working relationships with the public and staff.

Minimum Qualifications: Five years of experience in the creation and management of community and economic development programs. Education should be equivalent to graduation from an accredited college or university with a degree in Planning, Public Administration, Business Administration, or Economics. Proven implementation of community and economic development programs.

Physical Requirements: Frequent walking, standing, writing, bending, reaching, sitting in office chair, keyboarding and visual contact with computer terminal; occasionally lifting items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one office to another, driving motor vehicle.