

**CITY OF LINCOLN  
DIRECTOR OF COMMUNITY DEVELOPMENT**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Community Development Department. Coordinates activities with other City officials, departments, outside agencies, organizations and the public; establishes department goals, objectives, policies and procedures; provides highly complex staff assistance to the Planning Commission, the City Council, and Council subcommittees; serves as a technical resource for assigned staff; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Director of Community Development** is the administrative management level class responsible for directing and supervising the department and the respective divisions. This classification is distinguished from the next higher class of City Manager or designee in that the latter has overall responsibility for administering the City's operations.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the City Manager or designee. Exercises direct and indirect supervision over management, professional, technical and office support personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, manages, oversees and directs the operations and services of all divisions in the department, which includes, but is not limited to, planning, building inspection and compliance, code enforcement, environmental, and abatement activities; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; establishes department goals, objectives, policies and procedures; provides highly complex staff assistance to the Planning Commission and the City Council.
- Develops, implements, and maintains departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates, and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Oversees the selection, training, and evaluation programs for all department personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and

local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances, and regulations.

- Directs and participates in all advanced and current planning, building, environmental, and abatement code enforcement and design review activities for the City; directs and participates in the maintenance and update of the City's General Plan; evaluates projects for consistency with the General Plan, zoning, and subdivision ordinances, and other applicable rules, regulations and policies; directs building inspection and code compliance activities and ensures compliance with appropriate laws, ordinances, and regulations.
- Serves as liaison with some federal, state, regional, county, city, and special district agencies on City planning-related matters; provides responsible and complex staff support to the City Council, Council subcommittees, City Manager, and Planning Commission; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Community Development activities.
- Serves as a resource for department personnel, City staff, and other organizations; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Prepares, manages, and coordinates the development of the department budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies, and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Approves and assigns the approval of all special permits, including, but not limited to, encroachment, transportation, wells, grading, and California Department of Fish & Game and Regional Water Quality Control Board Permits.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of planning, building inspection, code enforcement, relative service delivery responsibilities, and in the field of public service delivery responsibilities; maintains a customer service orientation within the department; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent

to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

**Education and/or Experience:**

The equivalent of five years of increasingly responsible experience in Community Development, including three years in a supervisory or management capacity, and a bachelor's degree in urban or regional planning, business or public administration, engineering, parks administration, facility management or related field. A master's degree in business or public administration is highly desirable.

**License/Certificate:**

Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices and techniques of current and future planning and housing and community development; California regulations relating to subdivisions, annexations, zoning, housing, redevelopment and land use; land use, physical design, demographic, environmental, economic and social concepts as applied to municipal planning, community development and housing; grant writing and administration; contract negotiation and administration; technological advances in land use planning. Modern principles, practices and techniques of public service administration, organization and operation; principles and practices of budget administration; oversee and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; make and/or recommend adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations including City, county and state building codes; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Skill to:**

Operate an office computer and variety of word processing and software applications; safely and effectively operate engineering tools and equipment.

**Ability to:**

Represent the interests of the City with a variety of boards, committees, commissions, outside agencies and the public; read and interpret maps, sketches, plans, drawings, specifications and technical manuals; develop and administer a budget. Plan, direct, manage and coordinate the work of all divisions; facilitate group participation and consensus building; demonstrate strong people and problem solving skills, be self-motivated, display positive character, and provide for an innovative culture; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; supervise and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels; interpret, explain and apply applicable laws, codes and regulations; plan, organize, train, evaluate and direct work of assigned staff; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Salary range:** Refer to Unrepresented Group's Salary Schedule  
**FLSA:** Exempt  
**Employee Group:** Contract/At Will