

CITY OF REDWOOD CITY COMMUNITY DEVELOPMENT SERVICES MANAGER

DEFINITION

Plans, manages, organizes and coordinates the work of one of the major functions in the Community Development Services Department. The incumbent may be assigned by the Department Head to any one of the designated functions within this classification (Planning & Redevelopment, Building & Inspection, or Engineering & Construction Managers). Implements the Mission of the department with a commitment to customer focus, service excellence, problem solving, community interests and continuous improvement. Primary organizational responsibilities include: 1) representing the City organization at a management level; and 2) conducting him/herself in a manner which represents the vision and values of the organization and the policy direction as set by the City Council.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Community Development Director.

Direct & indirect supervision over professional, technical and office personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

1. Provide exceptional customer service, enable staff to perform assigned responsibilities, plan, organize, monitor, supervise, coordinate and participate in the work of self-directed teams.
2. Provide technical advice and information to the City Council, boards, commissions, committees, citizens, City Manager, Community Development Services Director, and other departments. Oversee and provide leadership to citizen committees. Represent the City and department in the community and at meetings.
3. Develop, plan and implement City and department goals, objectives, priorities, policies and procedures. Develop and implement programs and services which are responsive to the community. Monitor progress.
4. Maintain positive working relationships.
5. Recruit, select, train, motivate and evaluate personnel; provide or coordinate staff training; schedule staff, assign and monitor support tasks.
6. Demonstrate and foster in others a commitment to the City values.

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7. Ensure the preparation of budgets responding to Council priorities. Administer budgets and monitor expenditures and objectives.
8. Assume the duties and responsibilities of the Department Head in his/her absence, as assigned.
9. Analyze, interpret and explain codes and department policies and procedures.

ADDITIONAL EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Planning & Redevelopment Manager

10. Manage Planning, Redevelopment, Housing and Economic Development Programs.
11. Supervise staff in the preparation, review, application and implementation of Planning Ordinances.
12. Recommend amendments and revisions to the General Plan and Zoning Ordinance and manage the process.
13. Responsible for the duties of the Zoning Administrator, Planning Director, and Executive Director of the Redevelopment Agency.

Building & Inspection Manager

14. Manage permit processing, plan review and inspection programs.
15. Review plan checks, permits and inspections to ensure compliance with building safety laws and regulations.
16. Recommend and draft building and related code changes.
17. Assure uniform interpretation of, consistent enforcement of, and compliance with codes; provide technical information on codes and compliance methods to contractors, developers, architects, engineers, other City staff and the general public.
18. Responsible for the duties of the Building Official.

Engineering & Construction Manager

19. Manage municipal engineering activities including design, inspection, transportation, parking and traffic engineering activities.

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20. Review subdivision maps and parcel maps.
21. Participate in the supervision, development and implementation of the Capital Improvement Program.
22. Have custody of and be responsible for all maps, plans, profiles and other records belonging to the City.
23. Responsible for the duties of the City Engineer.

JOB RELATED QUALIFICATIONS

Individual positions within the classification may require specialized knowledge and expertise. Qualifications which are generally applicable are listed below:

Knowledge of:

Contemporary methods, techniques, principles and practices of Community Development Services administration and organization.

Principles of organization, administration, budget, financial and personnel management.

Principles of supervision, team building, training, personnel management, performance evaluation and employee relations.

Interpersonal communication techniques for dealing with the public and staff.

Program planning, analysis methods, and report writing.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

Establish, maintain, and foster positive and harmonious working relationships with those supervised and contacted in the course of work.

Plan, communicate, delegate and monitor a variety of concurrent projects.

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ADDITIONAL JOB RELATED QUALIFICATIONS

Planning & Redevelopment Manager

Knowledge of:

Principles and practices of City and regional planning; recent developments, current literature, and informational sources in the field of Planning and Zoning.

Redevelopment law and practice, laws underlying general plans, environmental review, zoning, and land division.

Housing finance methods, real estate financing, lending practices and appraisals.

Building & Inspection Manager

Knowledge of:

Federal, State, County, City and model codes and ordinances.

Code changes, development and adoption procedures, construction methods and materials.

Engineering principles, building trades, contractors and associations.

Engineering & Construction Manager

Knowledge of:

Principles and practices of engineering and administration as applied to the design and construction of public works facilities.

Methods, materials and techniques employed in public works construction.

Recent developments, current literature and sources of information regarding civil engineering.

Experience and Training Guidelines:

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:

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Experience:

Five years of increasingly responsible experience in Community Development Services including two years of supervisory experience. Senior management level as a professional Planner, Engineer, Building Official, or Housing Redevelopment Specialist or similar position within the City or another organization.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in architecture, engineering, planning, code enforcement, real estate, economics, or public administration. Supplemental course work, certification, professional registration, or a Masters degree is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California driver's license.

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**ADA
DOCUMENTATION OF ESSENTIAL DUTIES**

- | | |
|---------|---------|
| 1. SDE | 13. SDE |
| 2. SWE | 14. SDE |
| 3. SWE | 15. SDE |
| 4. SDE | 16. OAE |
| 5. SDE | 17. SDE |
| 6. SDE | 18. SDE |
| 7. SME | 19. SDE |
| 8. OAE | 20. SAE |
| 9. MWE | 21. SWE |
| 10. SDE | 22. SDE |
| 11. SDE | 23. SDE |
| 12. OAE | |

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: May, 1997

Bargaining Group: Executive Management