

# **CITY OF REDWOOD CITY COMMUNITY DEVELOPMENT DIRECTOR**

## **DEFINITION**

To direct, organize, manage and review the activities of the Community Development Services Department; and to provide high level staff assistance in planning, engineering, and building safety and related issues.

## **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical, and clerical staff.

## **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Effectively represent the City in development and land use matters; engineering and building safety issues.

Participate in numerous public meetings relating to Community Development Services Department issues.

Direct the preparation of agenda items for the City Council, Planning Commission, and other committees, commissions, and boards involved in land use, community development, engineering, building safety, and attend meetings of these bodies.

Serve as technical advisor to the Planning Commission, City Council, Board of Building Review, City Manager other City departments, and civic groups on planning, engineering, zoning enforcement, and related matters; interpret ordinances and regulations as they apply to applications; prepare implementing ordinances and regulations.

Direct the activities of the various Community Development Services Department Divisions, i.e., Planning (Current Planning, Implementation & Special Projects Section, CDBG/HOME Administration), Engineering (Capital Improvement Section, Private Development/Transportation Section), and Building.

Supervise the administration of the General Plan and Zoning Ordinance.

Research complex community development problems and issues and prepare a variety of comprehensive reports.

Oversee the administrative functions of the Community Development Department, including budget, personnel, purchasing, and automated system strategies.

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Review personnel, problems, programs, and work plan progress on a regular basis with division managers.

Meet with concerned citizens, consultants, developers, contractors, Council persons, and assistants on planning, engineering, building code, and code enforcement issues.

Oversee enforcement of land use, building construction, health, safety, and nuisance ordinances.

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of city and regional planning.

Principles of engineering and building safety as applied to the design and construction of public works facilities.

Economics, statistics, research methods, and sources of information related to urban growth and development.

Laws and intergovernmental programs underlying general plans, environmental matters, zoning, housing, and land divisions.

Principles of management and supervision and community relations.

**Ability to:**

Plan, prioritize, assign, and direct the work of professional, technical, and clerical personnel.

Delegate authority and responsibility; schedule and program work on a long-term basis.

Interpret and explain planning, zoning, engineering, building safety, and community development programs to the general public.

Identify, coordinate, and resolve a variety of interests in the development of land use policy.

Communicate effectively both verbally and in writing.

Meet appropriate physical demands necessary for adequate job performance.

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**Experience and Education:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of progressively responsible experience in municipal management and community development, including two years in a supervisory capacity.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning, business or public administration. A Master's Degree in planning, architecture, engineering, public administration, business, or related field is desirable.

**License or Certificate:**

Possession of a valid California Driver's License.

**Effective Date:** May, 2011

**Bargaining Group:** Executive Management