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**TEMPLE CITY  
CLASS SPECIFICATIONS**

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**COMMUNITY DEVELOPMENT DIRECTOR**

**DEFINITION:**

This is an "at will" position. Under general direction of the City Manager, the Community Development Director manages and directs the City's advance planning functions; policy development; citywide community outreach; the development, adoption, and implementation of major policy and planning documents, including the City's Land Use, Circulation, Housing and Conservation Elements, zoning ordinances, specific plans, and corridor plans; the review and issuance of building and similar permits and conducting plan review; and manages the Community Development Department. The Community Development Director is the department head designated as being responsible for serving the City's Planning Commission. The Community Development Director is the department head designated as being responsible for City compliance with the California Environmental Quality Act and other environmental land use laws.

The Community Development Director also plans, coordinates, and supervises the functions and activities of the following operational units: Maintenance Division, Public Works Division, Animal Control, Code Enforcement and Law Enforcement Contract Administration. Assists with developing community safety programs and coordinates contract law enforcement liaison activities.

The Community Development Director serves as a member of the City's management team; makes recommendations regarding areas of responsibility to Community Redevelopment Agency's (CRA) Executive Director and Agency Board; supervises the day-to-day activities involved in administration of the redevelopment program; monitors performance and evaluates department program effectiveness; makes presentations to officials and community representatives; may be involved in administrative projects outside normal areas of specialization; and does related work as required.

**EXAMPLES OF DUTIES:**

The Community Development Director is responsible for directing and coordinating the Community Development Department, which includes managing the updating the City's General Plan; coordinating and negotiating meetings with property owners, businesses, and residents throughout the City; managing comprehensive citywide program-level Environmental Impact Reports (EIR) for large City policy projects and programs; managing policy development, and

adoption of a major updates to the City's Zoning Ordinance; and is responsible for developing, reviewing, and processing proposed changes to the Zoning Ordinance and other land use policies and regulations. The Community Development Director also manages, organizes, and prepares all aspects of public outreach processes; assists or develops the work plan for the department and its staff; establishes performance standards and business objectives; prepares the annual department budget; administers the approved budget; and controls expenditures.

The Community Development Director writes, directs, and coordinates preparation of staff reports for the Planning Commission and/or City Council; is expected to attend all meetings of those bodies; prepares the agenda for the Planning Commission; regularly makes presentations to the Planning Commission and City Council; interacts significantly with the public during the formulation of recommendations related to land use policies, project recommendations, and other department responsibilities; conducts strategic planning public workshops and community presentations; conducts negotiations and works on consensus building with major community stakeholders; and writes reports, letters, and other written material related to department activities.

The Community Development Director: oversees and administers the City's residential, commercial and industrial redevelopment; may administer economic development programs, including housing and commercial rehabilitation, business retention and attraction, and related programs; establishes, modifies, and evaluates program standards, policies, and procedures; selects, plans, directs and evaluates the work of professional, technical, and clerical employees assigned to the department; supervises and organizes the work activities of assigned personnel; participates in the selection of and directs consultants engaged to perform a variety of special studies related to planning or redevelopment activities; manages and oversees large and multiple consultant teams; provides information on redevelopment project areas and projects to interested developers, businesses, and the general public; evaluates multiple factors involving economics, community needs, and land use in developing recommendations for the types of development appropriate for a redevelopment project area; and prepares special financial reports and analyses, including reports required by State and other governmental agencies. The Community Development Director supervises assigned staff and division managers or supervisors, and conducts staff training and development.

In addition, the Community Development Director, directly or indirectly, coordinates contract building and landscape maintenance services; supervises the Animal Control Program; coordinates animal control contract services; coordinates and supervises the operational activities of the City's Code Enforcement program;

coordinates the City's Emergency Services Program, including disaster planning and hazard mitigation; recruits and trains Emergency Reserve volunteers and coordinates public education programs; prepares federal and state emergency services program status reports; supervises public works programs; coordinates public works contract and traffic engineering contract services; coordinates contract law enforcement liaison activities and Community Safety Programs, including School Crossing Guards, Bicycle Safety, Neighborhood Watch, and Student and the Law programs; manages the City's public right-of-way capital improvement projects, including scheduling, coordination, and supervision of contract engineers and public works contractors; and oversees the efficient and timely completion of capital improvement projects within budgetary limits set by the City Council. The Community Development Director is required to attend City Council meetings and other city meetings or functions as determined appropriate by the City Manager.

### **DESIRABLE QUALIFICATIONS**

Knowledge of: principles, practices, and procedures of contemporary city planning, zoning, urban design, redevelopment process, California land use and environmental law, research techniques, economics, municipal finance, and sociology as applied to city planning; public administration; current literature and recent developments in the field of public planning and redevelopment; and practices of civil engineering and physical design as applied to city planning; and Public Works contract law and practices.

Ability to: Plan, organize, and coordinate the work of a department; develop and work with staff members using a team-oriented approach; select, supervise, motivate, train subordinates, and communicate effectively with staff; analyze data; carry planning assignments to completion through the formulation of creative planning solutions; participate in technical research on economic sociological, engineering, and planning problems; develop and maintain effective working relationships with officials, other government agencies and officials, general public, and staff; utilize effective management and supervisory techniques; communicate clearly and concisely orally and in writing; develop, interpret, and implement policies, laws, regulations, and procedures; participate in a team oriented collaborative work environment; and provide effective and friendly customer service.

Education and Experience: Graduation from an accredited college or university with a Bachelor's degree in city or urban planning, architecture, civil engineering, geography, landscape architecture, business, public administration, or related field. A Master's degree in city planning, engineering, public administration, economics, or finance is highly desirable. Five years of recent progressively

responsible professional work experience in local planning, administration of zoning, planning, economic development, redevelopment programs in a municipal planning environment, and local government administration in the areas of public works, law enforcement, and maintenance, including four years at a direct supervisory and management or administrative level. American Institute of Certified Planners (AICP) registration is desirable.

**OTHER QUALIFICATIONS:**

- Possession of a valid Class C motor vehicle operator's license from the State of California.
- Ability to lead, manage, and supervise.
- Ability to operate a computer and applicable software applications, calculator, telephone, cell phone, or portable radio.
- Ability to make oral presentations, including public presentations and workshops.
- Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.
- Ability to prepare detailed narrative reports, perform complex numerical analyses and sort/file documents.
- Ability to perform extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard.
- Ability to get from one location to another in the course of doing business.
- Ability to sit for up to two hours at a time.
- Ability to speak Mandarin is preferred, but not required.