

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

DEPARTMENT: COMMUNITY DEVELOPMENT

BASIC FUNCTION:

Under the general direction of and in collaboration with the Director of Community Development, this management position performs managerial, administrative and professional functions in managing the daily operations and areas of community development service associated with the building of Carlsbad; these services areas include: Building, Development Services, Land Development Engineering, Planning (Permit Services), Planning (Research and Policy Development), and Centralized Development Customer Service.

DISTINGUISHING CHARACTERISTICS:

This is a single incumbent position reporting directly to the Community Development Director. This incumbent provides general strategic and administrative direction to the community development service areas that are assigned.

KEY LEADERSHIP EXPECTATIONS:

This is a key leadership position within the Community Development Department. The incumbent shall be expected to model the city's commitment to employee engagement and development in all of their leadership activities. This includes: valuing diverse opinions; cultivating a culture of trust; mentoring staff through ongoing discussion and meaningful feedback; helping people with life as well as work issues; being an encourager; and thinking long term.

KEY RESPONSIBILITIES:

Assists the Community Development Director in the planning, organization and management of development related service areas within the Community Development Department.

Serve in leading a diverse group of people with a positive attitude and by creating and continuing to provide an encouraging and supportive working environment.

Provides highly responsible and complex administrative support to the Director.

Assist in the implementation of the city's overall goals, objectives, policies and priorities.

Advises the Director in the development, supervision and evaluation of key personnel and principal subordinates. Oversees the selection, placement, training and supervision of service area managers for Building, Development Services, Land Development Engineering, Planning (Permit Services), Planning (Research and Policy Development), Housing Services, and Centralized Development Customer Services.

Oversee and guide the work of the Planning Commission.

Evaluates work processes and implements best practices for development related services.

Evaluates training needs and coordinates training and professional growth opportunities.

Oversees the development and administration of the budget for assigned service areas.

Develops partnerships with other city departments to coordinate relevant projects and programs related to development related services. Models effective communication and a team approach.

Develops and tracks legislation related to each service area related to development related services.

Directs preparation of staff reports, agenda items, studies and surveys.

Represents the Department at community meetings, public hearings, and professional conferences. Initiates and maintains relationships with community and professional organizations.

Develops and implements policies and procedures. Prepares and presents written and oral reports, studies and correspondence to a variety of entities.

Ensures Community Development Department services are provided with exceptional customer service and the highest level of ethical standards.

Embodies the attributes of a great leader to guide staff efforts to build and sustain an extraordinary Carlsbad community; those attributes include critical thinker, effective communicator, respectful listener, courageous problem solver, kind and generous employee coach/manager who serves others before self.

Acts as department head in the absence of the Community Development Director.

Performs other related duties as assigned by the Community Development Director or as the situation requires.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Consensus building.
- Coordination of organizational systems for improved public service.
- Effective citizen engagement.
- Governmental budget and financial management principles.
- Grant writing and application rules and procedures.
- Laws and ordinances relevant to the operation of the Community Development Department.
- Methods and techniques for determining community development priorities.

- Principles of municipal budget administration.
- Principles of supervision, performance review and training.
- Principles, methods, and procedures of personnel and financial management.
- Public outreach and effective citizen engagement.
- Public policy and procedure development.
- Strategies for staff development, training and progression.
- Succession planning.
- Gaining cooperation through discussion and persuasion.
- Making independent judgments and decisions based on policies and procedures.

Ability to:

- Plan, organize and direct the assigned service areas and programs.
- Analyze workflows and organize, assign and schedule assignments accordingly.
- Communicate effectively in English, both orally and in writing.
- Communicate technical theories in a manner that can be understood.
- Develop and implement departmental goals, projects, programs and policies.
- Direct the vision and activities of the community development service areas assigned.
- Effectively manage workplace diversity issues in a diverse organization.
- Effectively train and supervise subordinates.
- Establish and maintain smooth and effective working relationships and resolve interpersonal conflicts in a respectful manner.
- Foster a culture that encourages innovation, flexibility, and productive problem solving that is creative and supportive of high quality customer service to both residents and developers, contractors, and others in the development community.
- Foster a teamwork environment; develop and implement effective team building activities which ensure a supportive working environment.
- Lead, coach, instruct and motivate employees with a servant leadership approach.
- Model and practice the highest standards of ethical conduct.
- Plan and prepare effective written reports and oral presentations.
- Plan, organize and prioritize projects.
- Review and evaluate employees' job performance and recommend appropriate personnel action, if necessary.

General Knowledge of the following areas of expertise are helpful to successful performance in this position:

- Building and trade codes, regulations and requirements.
- California Building Standards, including Title-24 of the California Code of Regulations.
- Code adoption process at the national, state and local levels.
- Pertinent Federal, State and local laws, codes, and regulations.
- Principles and techniques of building construction.
- Safety issues and liability reduction.
- Structural design, engineering mathematics and building materials.
- Architecture and architectural review processes.
- Environmental law and the California Environmental Quality Act (CEQA).
- General Plan, zoning code, specific plan and other land use document preparation and update; long-range planning, planning law and procedures.
- Planning Administration and/or General Planning; Planning law and procedure.

- Principles of Community/Neighborhood planning.
- Policies and regulations of housing development, including affordable housing and fair housing related regulations Subdivision Map Act.
- Administrative functions and programs.
- General contract management principles.
- Legislation and regulatory issues.
- Principles of organizational, financial and personnel management.
- Willingness to be a servant leader; serve others first; serve with kindness and respect.

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:

Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major course work in business or public administration, community development, public policy, planning or closely related field, and at least five years of progressively responsible professional work experience in the field of municipal government administration, at the management/supervisory level.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Sept. 7, 2018