

## **City of Saratoga**

Community Development Director  
Exempt

### **Class Title Community Development Director**

#### General Statement of Duties

Under general direction, the Community Development Director plans, directs, and coordinates the activities of the Community Development Department, including current and advanced planning including arborist and environmental review services, Code Compliance, Building and Inspection Services, and economic development programs; implements State law and City policies regarding the General Plan, zoning, and environmental review; serves as the staff liaison to the Planning Commission and Heritage Preservation Commission; performs related duties as required.

The Community Development Director position is "At-will". "At-will" refers to any City employee who: (1) does not hold regular status, (2) serves at the pleasure of the City Council and/or City Manager, and/or (3) can be terminated at any time without cause and without the opportunity for a dismissal hearing or to appeal.

### **ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

#### **Examples of Essential Work (Illustrative Only)**

- Administers, manages, and monitors the Department's budget;
- Administers the California Environmental Quality Act, Subdivision Map Act, and related state and federal laws and regulations;
- Oversees and manages the City's code enforcement program;
- Administers the General Plan and municipal subdivision, zoning, building codes, and ordinances;
- Advises and otherwise provides assistance to the City Council, Planning Commission, and Heritage Preservation Commission;
- Attends Planning Commission, Heritage Preservation Commission, Chamber of Commerce, and City Council meetings;
- Conducts or directs the studies, preparation of reports, regarding the use of land in the City of Saratoga and the activities of the Community Development Department;
- Coordinates public meetings regarding development projects, General Plan updates, and other relevant topics;
- Directs and supervises application review on planned residential, commercial, and industrial projects, use permits, variances, and zone changes;
- Establishes Community Development Department goals, objectives, strategies, and priorities;
- Manages the preparation of a variety of technical and administrative reports, correspondences, and documents related to the Community Development department;

- Meetings with developers, design and construction professionals, and interested members of the public to provide advice and information, to review and discuss development proposals, and provide assistance with the permit process and applications.
- Plans, supervises, and directs the programs, projects, operations, and personnel of the Community Development Department;
- Prepares and delivers presentations to the City Council on appeals from the Planning Commission, zoning ordinance, and General Plan amendments;
- Prepares and presents oral and written reports and presentations to a variety of public and private groups, including the City Council and Planning Commission;
- Prepares and processes amendments to the General Plan, zoning ordinance, and building code;
- Supervises the Community Development Grant application process;
- Supervises, coaches, trains, and evaluates staff in the Community Development Department;
- Works with other department directors and the City Manager to promote continuous improvement of City services; and,
- Performs related duties and responsibilities as required.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to administer and monitor the department budget using fiscally sound principles and practices;
- Ability to develop and maintain effective working relationships with other government agencies, community partners, and other organizations that have ties to the City;
- Ability to effectively present complex ideas, facts, and recommendations orally and in writing;
- Ability to establish and maintain effective working relationships with Mayor, City Council, subordinates, representatives of other agencies, business groups, community groups, and the general public;
- Ability to handle citizen complaints and respond to difficult customers;
- Ability to plan, organize, and manage the activities of the Community Development Department under the guidance and direction of the City Manager;
- Ability to plan, organize, and supervise the work of subordinates;
- Ability to select, train, supervise, motivate, and evaluate staff;
- Ability to plan, interpret, and apply knowledge of personnel and administrative rules, procedures, and policies;
- Ability to plan, interpret, and apply knowledge of Constitutional, Tort, Administrative, and Employment law and regulations, including the laws and regulations associated with the Brown Act, Public Records Act, and Fair Political Practices Commission;
- Comprehensive knowledge of principles, theories, and common practices of city administration;
- Comprehensive knowledge of state and federal laws, ordinances, rules, and regulations regarding local government operations related to planning and building inspection;
- Comprehensive knowledge of the California Environmental Quality Act and California planning, zoning and development laws, including the Subdivision Map Act and related statutes;
- Comprehensive knowledge of the principles and practices of land use, urban planning, architectural and urban design;

- Knowledge of laws and regulations, principles and practices regarding city management, budget, finance, public personnel administration, and community development;
- Knowledge of municipal finance and budgeting principles;
- Comprehensive knowledge of the principles, practices, and techniques of planning;
- Skills in budgetary preparation and control;
- Skills in common office software, including Microsoft Office;
- Skills in planning, organizing, and directing the activities of a Community Development Department; and,
- Skills in public speaking and presentation.

## **EDUCATION, TRAINING AND EXPERIENCE**

At least seven to ten years of extensive planning-related experience with at least five years in a senior management role, including demonstrated knowledge in public presentation, policy development, and financial analysis and budget management is required. A Bachelor's degree is required. A Master's degree in planning, architecture, engineering, public administration, business, or related field and ACIP certification are preferred.

### **Required Special Qualifications**

- Valid Class C California Driver's license

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **Physical Demands**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

### **Working Conditions**

May be required to attend off-hour meetings.

**Environmental Requirements:** Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.