

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Community Development
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 6-1-09
Resolution No.: 2009-70

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the Director of Community Development this executive position assists with planning, organizing, and coordinating and directing a comprehensive community development program which includes physical, social, and economic planning of the City's growth patterns; assist with directing land use, zoning administration, planning department; assists in directing building and safety operations, historic preservation activities; provides staff support for the City's Planning, Historic Preservation and Health and Safety Commissions; acts as Department Head in the Director's absence; and does related work as required

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. This position assists in the department head with the following:

- Plan, organizes, and directs the Community Development Commission;
- Administers the City's Planning operations;
- Compiles and analyzes basic economic and physical data;
- Analyzes historical and projected trends and developments;
- Administers the development of zoning and land use ordinances;
- Directs the activities of Housing, Economic Development, Redevelopment, Planning, Engineering and Building, and Safety personnel;
- Acts as Director of Community Development in the absence of the director and when so instructed by the director or city manager;
- Recommends the employment of and directs the training and supervision of departmental personnel;
- Makes practical interpretations of development plans and insures conformance with planning regulations;
- Prepares and submits recommendations to the Community Development Commission and Planning Commission regarding land use, zoning and development projects;
- Serves as a staff advisor to the Community Development Commission, Planning Commission, Historic Preservation Commission and the Health and Education Commission;
- Prepares departmental budgetary and implements the approved budget;
- Assists developers and residents in the development and preparation of development entitlement applications, etc.;
- Prepares staff reports and conducts special studies of a highly technical nature;
- Prepares grant applications and administers Federal and State Housing and Economic Development Grant Programs, including Block Grants;
- Administers the retention and maintenance of department files;

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- Establishes and interprets departmental policies as consistent with City policies;
- Represents the City at meetings and conferences related to community development;
- Prepares drafts of resolutions and ordinance related to departmental operations;
- Conducts public information programs related to the planning process and community goals;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The formulation and administration of the Community Development program;
- Thorough knowledge of the theory, principles, and practices of governmental planning and zoning economic development and redevelopment;
- Thorough knowledge of laws and ordinances affecting the land use, planning, zoning economic development, and redevelopment processes;
- Methods of research, policy development, statistics and survey analyzes;
- The principals of local government management and supervision;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Collect, analyze, and interpret data pertaining to planning, zoning;
- Prepare revised and interpret a sound planning program for the City;
- Prepare clear and precise reports;
- Plan, assign, and direct work of departmental subordinates;
- Formulate and implement a departmental training program;
- Formulate and implement a departmental budget;
- Establish and maintain effective working relationships with other employees, government officials, and the public;
- Seek out grants and aids-in-kind, and make timely applications for such funding;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;

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- Effectively supervise subordinates;
- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree in Urban Planning, Business Administration, or a closely related field from an accredited college or university, a Master's degree in Public or Business Administration or closely related field is desirable.

Experience:

Five (5) years of progressively responsible experience in Community Development, Urban Planning, Economic Development and/or Redevelopment.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.