

**CITY OF MILLBRAE**  
**CLASSIFICATION SPECIFICATION**

**COMMUNITY DEVELOPMENT DIRECTOR**  
**April 2019**

**DEFINITION**

Under administrative direction, plans, organizes, performs, and directs the activities of the Community Development Department. This single department head position is responsible for the Planning, Building, Code Enforcement, and Economic Development/Housing Division Operations; develops, implements, and evaluates department goals, objectives, policies, and procedures.

**DISTINGUISHING CHARACTERISTICS**

Community Development Director is an executive management position requiring significant administrative, analytical, and technical skills and knowledge. This position is responsible for the oversight and management of the overall Community Development Department. As a Department Head, an incumbent may also be assigned to serve as Deputy City Manager in addition to their role as Community Development Director.

**SUPERVISION EXERCISED AND RECEIVED**

Reports to the City Manager. Provides leadership and oversight to the Planning, Building, and Code Enforcement Departments; Economic Development/Housing Division Operations; and administrative support staff.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- Plans and directs the goals, objectives, and priorities for the overall operations of the Community Development Department; manages and oversees the following functions: planning, zoning, development, environmental review, redevelopment, building inspection, code enforcement, and economic development/housing; supervises and coordinates these activities with those of other City departments and agencies;
- Meets with directors, division managers, and other key department staff to collaborate and discuss issues regarding projects, policies, programs, and to determine priorities;
- Makes recommendations on planning, zoning enforcement, building inspection, and related issues to the City Manager, Planning Commission, City Council, and various citizen advisory groups;
- Confers with public officials, developers, citizen groups, and the general public on highly sensitive matters related to the City's development regulations and policies;
- Supervises the administration and enforcement of the City's environmental impact review procedures;
- Develops policies and procedures designed to improve and provide quality services to the citizens and the community;
- Directs and personally completes special projects and staffs Commissions/Committees as assigned by the City Manager;
- Interprets, enforces, and proposes amendments to the City's General Plan and related ordinances;
- Assists in the development, implementation, and monitoring of long-term plans, goals, and objectives focused on achieving the City's mission and Council priorities, as directed;
- Oversees the operations and activities of assigned divisions and staff;

- Assumes the duties of the Deputy City Manager as assigned; and
- Performs related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles and practices of city planning and governmental administration; principles of organization, administration, budget, and personnel management; Federal, State, and local laws affecting public planning; uniform building codes and other codes enforced by the department; principles of supervision and training.

**Ability to:** Develop, implement, and direct a variety of concurrent planning, redevelopment, building, and economic development/housing improvement programs; compile technical and statistical information; collect, analyze, and interpret data; interpret planning, zoning, and building inspection programs to the general public; interpret, apply, and ensure compliance with City, State, and Federal law, codes, ordinances, regulations, policies, and procedures related to community development projects; supervise the performance of assigned personnel; communicate effectively, both orally and in writing; effectively present information to and participate in discussions with the City Council, City Manager, citizen groups, individuals, contractors, and others on departmental issues; establish and maintain cooperative and effective working relationships with others.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** Bachelor's degree in planning, civil engineering, public administration, or related field. A Master's degree in a related field is highly desirable.

**Experience:** Six (6) years of responsible experience in planning, community development, or related field with a background in planning, redevelopment, building operations, or related field; including at least three (3) years of management experience. Previous municipal experience is highly desirable.

**Licenses:** Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record.

## **SPECIAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to sit, talk, and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand, walk, and perform duties in rough terrain and around construction excavations. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.