

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
APRIL 16, 2019 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RANDY TRAIL HR DIRECTOR

SYNOPSIS

Job description for the position of Community Development Director has been updated.

FISCAL IMPACT

The position is currently budgeted.

RECOMMENDATION

Approval

BACKGROUND

Updates for the position have been prepared for the Community Development Director.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Community Development Director
POSITION REPORTS TO: Assistant City Administrator/Director of Community Services
POSITION SUPERVISES: Chief Building Official, Senior Planner, Permit Technician

DESCRIPTION:

Under the general direction of the Assistant City Administrator/Director of Community Services, the Community Development Director performs a variety of professional, administrative, technical and supervisory duties related to developing, directing and coordinating the programs and services provided by the Community Development Department of the City of La Vista.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Provide leadership and direction in the development of strategic, long range and department plans that support and are consistent with the City's strategic plan.
2. Direct and supervise the activities of department staff.
3. Prioritize, delegate, and monitor the status of projects to ensure quality results and timely completion.
4. Engage employees with a positive leadership style that fosters collaboration as well as personal initiative.
5. Establish and maintain forward-thinking, customer-focused operating policies and procedures consistent with city policies and relevant rules and regulations.
6. Establish and document internal procedures for processing development plans and permit applications.
7. Develop and administer municipal policies related to community and economic development that adhere to sound planning and development principles and are consistent with the city's vision for the future.
8. Oversee and evaluate new land use proposals for conformity to regulations and existing plans, and for their impact on the city.
9. Review proposals and provide professional planning and development recommendations to department staff and city administration.
10. Coordinate the interdepartmental activities necessary to prepare plans and review development proposals and projects.
11. Lead the preparation and interpretation of ordinances, resolutions, contracts, agreements, covenants and other legal documents relating to planning, community development and administration, and enforcement of city ordinances.
12. Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
13. Prepare and write grant applications as needed.
14. Conduct necessary studies regarding environmental impact, economic impact, demographic trends, land use patterns, construction valuation, permit issuance and inspection statistics.
15. Ensure that comprehensive plans, land use codes, building codes and other basic planning and building regulatory resources are complete, up-to-date, and usable by members of the staff and public.
16. Serve as a member of the City's executive management team. Attend and participate in City Council meetings, work sessions and other meetings as necessary.
17. Act as a department representative and make recommendations to community citizen advisory boards and the City Council.
18. Facilitate public meetings and make public presentations to promote community development.
19. Prepare and administer departmental budget, and exhibit fiscal responsibility within a municipal environment.
20. Act in an ethical and conscientious manner on behalf of the City.
21. Support team decisions even when you have divergent opinions.
22. Respond to citizen and City staff inquiries and concerns.
23. Conduct special projects as assigned and perform other duties as directed.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS (REQUIRED WITH OR WITHOUT ACCOMMODATION)

1. Most work is performed in office settings, although supervision of projects and staff may occur outdoors in varied environmental conditions.
2. Frequently required to stand, sit, walk, talk, and use hands to operate office equipment.
3. Occasionally required to climb, balance, stoop, kneel, crouch, crawl and lift/carry up to 10 pounds.
4. Vision requirements include close vision, distance vision, depth perception, and the ability to adjust focus.
5. Hear and understand voices at normal conversational levels.
6. Occasionally visit work sites, which may be dusty, noisy, confined, odorous or present routine construction-related hazards.

EDUCATION, TRAINING, LICENSE, CERTIFICATION, AND EXPERIENCE

1. Degree from an accredited four-year college or university in planning, public administration, business administration, civil engineering, or closely related field. Master's degree in a closely related field is preferred.
2. Seven years of increasingly responsible analytical, administrative and/or management experience, at least four of those with a county or municipal government.
3. Four years of supervisory experience.
4. The city may accept any equivalent combination of education and experience.
5. AICP certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of modern planning theories, principles, best practices, research methodologies, and statistics relative to long-range city planning, urban planning, and community development enforcement activities.
2. Knowledge of zoning ordinances, land use plans and comprehensive plans, including their formation, and process of adoption and ability to apply.
3. Knowledge of the principles of zoning, land use regulations, subdivision and community design, economics and public policy and ability to apply.
4. Knowledge of federal, state, and local laws, regulations and codes related to comprehensive and current planning standards, growth management, community development, and building and code enforcement activities and ability to apply.
5. Knowledge of the principles and practices of government organizations, including local government structure and operation.
6. Knowledge of redevelopment laws and processes, local government revenue sources, and tax increment financing.
7. Knowledge of permit review and issuance procedures, population and land use trends, engineering, infrastructure, and the physical development of land.
8. Ability to effectively manage, motivate, develop, and evaluate departmental staff.
9. Ability to lead and coordinate the activities of the Community Development Department in a growing organization.
10. Ability to schedule, coordinate, and monitor a variety of activities simultaneously and under pressure that involve multiple people with competing needs and expectations.
11. Ability to anticipate needs, respond with workable solutions, and implement new ideas in cooperation with other staff members.
12. Ability to accurately interpret, apply, and enforce laws, codes, regulations, policies, and procedures related inspection standards.
13. Ability to facilitate conflict resolution on behalf of the City with developers, other governmental jurisdictions, and private stakeholders.
14. Ability to solve broadly-defined, complex problems with multiple dimensions and conflicting objectives in a highly visible public setting.
15. Ability to navigate diverse opinions, perspectives, and ideologies while building consensus among stakeholders.
16. Ability to solve problems through innovation, collaboration, and solicitation of ideas/input from others.
17. Ability to be an adaptable, resilient, persistent, proactive executive team member who can comprehend broad policy objectives while remaining apolitical.
18. Ability to handle stressful situations and effectively deal with difficult people.

19. Ability to use varied computer software, including Microsoft Office Suite.
20. Ability to work independently, as part of the team, and with the public.
21. Ability to communicate effectively and professionally in oral, written, and visual forms.
22. Skill and ability to exercise interpersonal skills, including tact, diplomacy, patience, respect, courtesy, and discretion in work, including confidential matters.
23. Ability to work a varying schedule, including some evenings, weekends, and holidays.
24. Ability to establish and maintain effective working relationships with city officials, developers, other government agencies, fellow employees, and members of the public.
25. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides critical assistance to the City Administrator and contributes to the success of the City by working closely with the Executive Team on complex strategic development initiatives. The Community Development Director leads the efforts to develop and implement creative strategies to enhance economic opportunity, build strong neighborhoods and ensure a dynamic framework for quality growth and development.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

Note: Background check and drug screening tests will follow all conditional offers of employment.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Community Development Director
POSITION REPORTS TO: Assistant City Administrator/Director of Community Services
POSITION SUPERVISES: Community Development Staff

DESCRIPTION:

Under the general direction of the Assistant City Administrator/Director of Community Services, the Community Development Director is responsible for strengthening the overall health and vitality of the City of La Vista through developing, managing and evaluating community development programs, including planning, redevelopment, development review, housing rehabilitation and renovations, zoning, building plan review and inspection, code administration and enforcement.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Responsible for directing and coordinating the work of division staff and consultants, evaluating performance, establishing expectations, and defining duties in a manner that will result in an effective and efficient work force. Provides recommendations for improved efficiency and effectiveness and trains and mentors employees in technical management and leadership responsibilities.
2. Develops and implements policies and procedures for effective operation of the division consistent with city policies and relevant laws, rules and regulations. Ensures council actions are implemented and recommends municipal policies relating to the physical, economic and social development of the community.
3. Oversees and provides guidance and direction in the evaluation of land use proposals for conformity to established plans, laws and ordinances. Evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations and reviews proposed changes in land use plans, zoning and related codes for effectiveness and recommends changes to ensure sound inspection and planning programs.
4. Provides advice and recommendations to city administration and other members of the city's management team. Reviews proposals submitted by management staff and makes appropriate comments and suggestions. Assists city staff in the enforcement of local ordinances and interpreting city codes, ordinances and plans.
5. Works with consultants and other outside individuals/groups involved in studies affecting the physical development of the city. Coordinates special projects and studies.
6. Prepares and writes grant applications as directed.
7. Plans, directs and coordinates multi-departmental communications as needed for the preparation of plans, review of development proposals or other projects as assigned.
8. Responsible for establishing internal procedures for the processing of various development plans, and modification to municipal regulations and directs the preparation of manuals outlining such procedures, development proposals and long-range community planning activities.
9. Prepares reports, data inventories and interpretations regarding environmental and/or economic impacts, resource or system deficiencies, population and economic base, public facility design, construction inspection and enforcement.
10. Provides leadership and direction in the development of strategic and long-range plans for Community Development consistent with the City's long range plans.
11. Ensures that comprehensive plans, land use codes, building codes and other basic planning and building regulatory resources are complete, up-to-date, and usable by members of the public and staff.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

ESSENTIAL FUNCTIONS: (CONTINUED)

12. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
13. Acts as a department representative to various community citizen advisory boards and to the City Council; presents results of studies and recommendations regarding development, land use, comprehensive planning and other issues.
14. Responsible for preparation and submittal of proposed departmental budget, authorizing departmental expenditures and monitoring actual expenses to ensure compliance with adopted budgetary authority.
15. Actively supports decisions he/she is involved in making, even when he/she may not fully agree.
16. Assists in the enforcement of local ordinances and in interpreting local codes and ordinances.
17. Provides research and other needed material related to policy decisions.
18. Responds to citizen and City staff inquiries and concerns.
19. Makes public presentations.
20. Conducts special projects as assigned.
21. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment, which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver rough terrain on foot. Work hours may occasionally be required at times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities correctable to normal level. The noise and odor level may be moderate to intense depending on activity performed.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited four-year college or university with a degree in planning, public administration, business administration, civil engineering or closely related field from a U.S. institution accredited by a regionally recognized organization is required. Master's degree is preferred in a similar field.
2. Six years experience of increasingly responsible analytical, administrative and/or management experience preferably with a municipal government.
3. Three (3) years of supervisory or management experience is preferred.
4. The city may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge and understanding of modern theories, principles and best practices of city planning, urban planning and development; redevelopment; site planning and architectural design techniques and methods; building inspections and safety; laws underlying general plans, zoning, land divisions and code enforcement.
2. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective city government.
3. Ability to analyze and develop policies related to community development.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and ability to supervise the work of administrative and technical level subordinates.
5. Ability manage a complicated work program so that demands are matched to resources and work assignments are completed in a thorough, complete manner within established time-frames and the ability to handle numerous projects, which often have demanding requirements and tight time schedules.
6. Ability to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other staff members to maintain departmental efficiency and responsiveness.
7. Experience in interpreting, applying and enforcing codes and in administrative and procedural guidelines for department personnel related to code interpretation and inspection standards.
8. Ability to be adaptable, resilient, a proactive executive team member, persistent and able to comprehend broad policy objectives, while remaining apolitical.
9. Ability to handle stressful situations and effectively deal with difficult or angry people.
10. Knowledge of research methods and statistics.
11. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
12. Understanding of the principles and practices of municipal budget preparation and administration.
13. Ability to exercise sound, ethical judgment in evaluating situations and making decisions.
14. Computer literacy.
15. Ability to work independently, as part of the team and with the public.
16. Ability to communicate effectively both orally and in writing.
17. Ability to maintain confidentiality.
18. Ability to work a varying schedule, including evenings, weekends and holidays.
19. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
20. Ability to maintain regular and dependable attendance on the job.

Disclaimer:

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date