

DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

To plan, direct, organize and review the current and advanced and related community planning, building and development services of the Town; to provide highly responsible professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISES

Administrative direction is provided by the Town Manager.

Responsibilities include direct and indirect supervision of professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES

Direct and participate in the development and implementation of goals, objectives, policies, and priorities.

Develop and direct planning, zoning, development, code enforcement, environmental review, building inspection and grants administration program goals, objectives, policies and priorities.

Represent the Town in development and land use matters; participate in numerous public meetings.

Direct the preparation of agenda items for the Town Council and the Planning Commission in land use, development and general planning activities.

Serve as technical advisor to the Planning Commission, Town Council, Town Manager, other Town departments and civic groups on planning, zoning enforcement, building inspections and related matters; interpret ordinances and regulations as they apply to applications.

Supervise the development, administration and enforcement of the Town's environmental impact review procedures.

Supervise the development, revision and administration of the General Plan.

Research complex planning problems and prepare a variety of comprehensive reports.

Review and evaluate proposed and new legislation and administrative regulations affecting planning and related activities and implement or report thereon to the Town Manager, Town Council and/or others.

**TOWN OF TIBURON**  
**Director of Community Development**  
**Examples of Essential Job Functions/Duties (Continued)**

**Supervise the preparation and administration of the department budget.**

**Supervise and resolve difficult planning and administrative policy questions.**

**Attend Town Council, Planning Commission and related community meetings.**

**Select, supervise, train and evaluate assigned Staff.**

**Perform related duties as assigned.**

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

**Principles and practices of urban planning.**

**Basics of building inspection processes, methodologies, and services.**

**Economics, statistics and elementary demographics.**

**Research methods and sources of information related to urban growth and development.**

**Uniform Building Code and other codes and ordinances enforced by the Department.**

**Laws and practices underlying general plans, environmental matters, zoning and land divisions.**

**Principles of organization, administration, budget and personnel management.**

**Grant-funding sources and related rules, regulations and procedures for obtaining and administering program grants.**

**Ability to:**

**Plan, prioritize, assign and coordinate the work of professional, technical and clerical personnel.**

**Delegate authority and responsibility for projects; schedule and program work on a long-term basis.**

**Interpret planning, zoning and building inspection programs to the general public.**

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**Ability to: (Continued)**

**Communicate clearly and concisely.**

**Identify, coordinate and resolve a wide variety of interests in the development of land use policy.**

**Establish and maintain effective relationships with Town officials, other governmental agencies, citizens and the public.**

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**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:**

**Education:**

**Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in planning or related field considered useful in city planning. A Master's Degree in a related field is desirable.**

**Experience:**

**Five years of progressively responsible experience in municipal planning and community development, including two years in a supervisory capacity.**

**PHYSICAL DEMANDS**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.**

**Mobility to work in a standard office setting and utilize standard office equipment including a computer; vision to read printed matter; hearing and speech to converse in person and over the telephone. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.**