

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT (038)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Community Development	Director of Community Development	Exempt

CLASS SUMMARY

This is a managerial position in the unclassified service responsible for performing a wide range of administrative functions in the Department of Community Development. The Assistant Director acts as Director in the Director’s absence, and assists in the overall management of the Department, including assistance with oversight of planning and building permitting, interaction with the City Council, development of support systems including technology, and leadership of high-profile special projects.

As a member of the City's unclassified service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Master's degree in City Planning, Architecture, Engineering or a related field; AND
- Six (6) years of professional planning experience, including increasingly responsible experience performing varied and complex planning work, three (3) years of which have been in a management or supervisory capacity.

ACCEPTABLE SUBSTITUTION

- Additional years of experience may be substituted on a year for year basis for the Master's degree up to two (2) years. A Bachelor’s degree from an accredited college or university in City Planning, Architecture, Engineering or related field is required.

LICENSES/CERTIFICATIONS

- None.

DESIRABLE QUALIFICATIONS

- Experience with computer software programs commonly used by the City and by the Planning & Inspection Department such as Microsoft Word, Excel, permitting software and Geographic Information System (GIS) is highly desirable.
- Possession of an AICP (American Institute of Certified Planners) Certification is desirable.
- Possession of a Professional Engineering license is desirable.
- Public sector experience is preferred.

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DISTINGUISHING CHARACTERISTICS

This is a management position in which the incumbent operates within a broad range of independence, following general guidelines or professional standards in accomplishing assignments. Assignments are broad in scope and carried out with a significant degree of latitude and independence. This position is distinguished from the higher-level Director of Community Development in that the latter has overall department-wide authority and responsibility. This classification is distinguished from the Planning Manager and Building Official management level classifications, in that the Assistant Director assumes responsibility for projects in multiple divisions and may act as the Director of Community Development in their absence.

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

Under general direction:

- Provides support in planning, organizing, assessing, and formulating strategic department goals and objectives;
- Assists in directing the activities of an assigned division or work group which includes the development of policies and procedures and recommends modifications to existing policies and the establishment of new policies;
- Participates in and develops the department's budget, allocates resources, monitors revenues and approves expenditures in accordance with policies and principles;
- Provides complex administrative and professional support to the Director and may serve in their absence;
- Reviews, analyzes, and advises staff on interpretations of the Zoning Ordinance, General Plan, Specific Plan, Municipal Code, State Planning Law, California Environmental Quality Act (CEQA), and other regulatory standards;
- Negotiates and coordinates complex agreements in coordination with the City Attorney's Office;
- Reviews and evaluates Requests for Proposals, develops and administers consultant contracts and reviews and approves contract amendments;
- Develop and implement long range planning programs;
- Manages staff to include prioritizing and assigning work, maintaining and implementing performance measures, conducting performance evaluations, ensuring staff is trained, and making hiring, termination and disciplinary recommendations;
- Administers the monitoring process of service contracts, evaluates services performed and costs for services obtained through outside contractors and vendors;
- Represents the department and/or the City to the public, other agencies, committees/commissions, including conducting public meetings, making presentations, and responding to requests for information;
- Develops, maintains, and fosters an effective working relationship with related public, private, and community organizations, granting agencies, and other related outreach services;
- Responds to and resolves sensitive and/or the complex questions or concerns from the general public, partners, the business community, and staff;
- Prepares comprehensive reports and presents a variety of reports regarding building,

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- zoning, and code issues;
- Prepares grant funding applications for state, federal, and private foundation grant programs as well as overseeing grant administration;
- Makes presentations to the City Council and represents the Department and makes oral presentations at meetings, inter-agency meetings, conferences and other events;
- May manage one or more divisions within the department;
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of effective leadership and management techniques;
- Principles and practices of planning, zoning, building codes, housing, grants, and development functions in the public sector,
- Principles and practice of laws surrounding development in the State of California;
- Functions and political sensitivities of external agencies, internal committees and commissions;
- Negotiation and mediation techniques;
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs;
- Budget preparation in the public sector;
- Practices of contract administration and personnel management;
- Pertinent Federal, State, and local laws, regulations, codes, ordinances and policies applicable to community development operations and activities.

Skill in:

- Analyzing technical and administrative information, identifying solutions, and taking or recommending appropriate actions; and
- Public speaking and ability to communicate effectively through written and oral communications.

Ability to:

- Identify and respond to community and City Council issues, concerns and needs;
- Make presentations and write reports to the City Council and Commissions on a regular basis;
- Facilitate public meetings, workshops and negotiations;
- Participate in a collaborative and positive manner with internal and external stakeholders;
- Understand, interpret and explain codes, regulations and policies;
- Provide vision and set operational goals to achieve this vision; deal constructively with conflict and develop solutions; learn quickly and think strategically; generate options and make recommendations; take responsibility; set priorities and multi-task; determine when to seek assistance, refer, inform or escalate a problem; be innovative and willing to take initiative.

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SUPERVISION RECEIVED

Works under the general direction of the Director of Community Development or another manager as assigned.

SUPERVISION EXERCISED

Manage professional, technical, and administrative support staff, and consultants in the completion of assigned duties.

CONFLICT OF INTEREST

If applicable add: Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager's Directive 100.

CLASSIFICATION HISTORY

Created 04/2021