

**CITY OF FONTANA
COMMUNITY DEVELOPMENT DIRECTOR**

DEFINITION: Under administrative direction from the City Manager, plans, directs and reviews the activities and operations of the Community Development Department including Planning, Building and Safety; coordinate assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. Exercises direct supervision over assigned professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Develop, plan, and implement Community Development Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Community Development Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Community Development Departments; work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Develop and review staff reports related to planning, building and safety, redevelopment and economic development; present reports to a variety of commissions, committees, boards and the City Council.
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- Provide complex technical and administrative support to the City Manager and City Council on community development related matters; direct special projects and research assigned.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community groups on community development matters.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating community development related matters.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and highly complex principles and practices of community development program development and administration.
- Recent developments, current literature and sources of information regarding community development operations.
- Research methods and sources of information related to community development.
- Principles and practices of organization, administration and personnel management.
- Principles of economics and statistics.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.

Ability to:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively administer a variety of community development activities including planning, building and safety, redevelopment and economic development.
- Interpret community development policies and procedures to the general public.
- Identify, coordinate, and resolve a wide variety of issues in the development of community development policy.
- Identify and respond to public and City Council issues and concerns.
- Gain cooperation through discussion and persuasion.
- Prepare and administer a budget.
- Interpret and apply Federal, State and local laws, policies, procedures, laws and regulations.
- Select, supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience: Eight years of increasingly responsible experience in community development, including three years of administrative and supervisory responsibility.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, urban planning or a related field.