



## CLASS SPECIFICATION

### COMMUNITY DEVELOPMENT DIRECTOR

#### DEFINITION

Under administration direction of the City Manager, to direct activities of the Community Development Department, including economic development, planning, and redevelopment; to conduct planning needs assessments and studies, develop policies, update plans and codes, and review/make recommendations on development/planning applications; to serve as Secretary to the Planning Commission; to negotiate with stakeholders involved in the development process; to represent the City of Newark in intergovernmental planning activities; to participate as a member of the City Manager's Executive Team in the consideration of general City policies, programs, and concerns; and to perform related work as assigned.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Develop and direct department goals, objectives, policies, procedures, and work standards.

Plan, organize, direct and evaluate all department activities related to urban planning, General Plan development, and economic development.

Exercise direct supervision over assigned management, technical and contract personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Serve as City's advisor on local and regional development projects and planning and zoning issues.

Direct planning processes including needs assessments, short and long-range planning studies such as General Plan updates, analysis of proposed development applications and preparation of recommendations regarding project approval.

Direct economic development processes including needs assessments, marketing strategies, and development of revenue sources.

Direct the review and updating of Newark's Zoning Ordinance and Housing Element.

## COMMUNITY DEVELOPMENT DIRECTOR

Represent Newark in negotiations with all stakeholders involved in the development process, and with officials dealing with intergovernmental planning activities. Facilitate community meetings and mediate public hearings.

Prepare and administer the Department budget.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of community development, including city planning and economic development.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of supervision, training, and personnel management.

Principles and practices of organizational analysis and management.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and techniques.

#### Ability to:

Plan, organize, and direct the Community Development Department operations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Review, organize and develop technical documents, proposals and reports.

Prepare clear, concise and complete statistical and technical reports and written correspondence.

Make persuasive presentations of ideas, concepts and recommendations.

Communicate clearly and concisely, orally and in writing.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train, motivate and evaluate personnel.

## COMMUNITY DEVELOPMENT DIRECTOR

Exercise sound independent judgment within general policy guidelines.

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

Represent the City effectively in meetings with others.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure.

### Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of increasingly responsible experience in urban planning or economic development, including five years of supervisory responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, planning, or a related field. *A Master's Degree is desirable.*

#### License of Certificate

Possession of, or ability to obtain by date of employment, a Class C California driver license and satisfactory driving record.

**Probationary Period:** 12 Months

**FLSA:** Exempt