

City of Redondo Beach Approved:
Class Specification Resolution: CC-
Unclassified

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under the direction of the City Manager, the position is accountable for performing executive level administrative work, directing the operations, activities, teams, complex tasks, programs and projects of the Community Development Department to achieve successful results in support of the City's mission, goals, policies and objectives. The individual serving in the position will demonstrate ethical decision-making, public responsiveness, and innovation in the delivery of services, participate as a member of the City's Executive Management Team, and perform other related duties as assigned.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The position is accountable for the strategic and day-to-day management of the Community Development Department by:

- Providing effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council
- Providing critical thinking towards thorough and professional recommendations, decisions and completed staff work
- Providing initiative in achieving positive, timely results for the organization
- Providing effective planning, management and evaluation of departmental programs, functions, services and projects
- Delivering outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Providing effective leadership, direction, supervision, training, coaching, teambuilding, evaluation, safety and support for employees
- Providing quality fiscal management, prudently preparing and administering budgets, seeking new revenues, containing costs, safeguarding assets, improving productivity, and accurately reporting financial conditions
- Completing analytic research, preparing well-written reports and making effective presentations to the City Council, Commissions, Community Groups, and other governmental agencies

- Conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor
 - Providing effective leadership in the development and implementation of planning, zoning, and community development goals, objectives and policies
 - Providing effective leadership in the regulation of building, construction and development activities within the community including, but not limited to: application review and development, plan review, entitlement processing, plan checking, permitting and inspection services
 - Evaluating and, where appropriate, implementing new technologies and software programs that improve the Department's service delivery and customer responsiveness
 - Providing effective oversight in the administration, interpretation and updating of the City's zoning ordinances, General Plan and other land use plans
 - Managing and supporting economic development activities including the promotion of business investment in the City and the facilitation of new development that enhances the attractiveness of the community, generates new City revenue, expands services to residents, and revitalizes stale properties
 - Monitoring pending State housing and land use legislation modifications and implementing new State regulations as required
 - Providing effective management and oversight of the City's Local Coastal Program including, but not limited to responsibility for issuance of Local Coastal Development Permits and ensuring land use consistency
 - Overseeing initiatives, research and promotion efforts that cultivate positive relationships with business owners and prospective developers in the region that understand the City's vision for economic development and the community's quality of life expectations
 - Maintaining effective relationships with members of the City Council, Boards, Commissions, businesses, community groups and stakeholders to accomplish City goals
 - Conducting regular performance evaluations of personnel, giving frequent and specific feedback about personnel performance, and holding employees accountable for doing their jobs while also celebrating accomplishments and successes
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- Participating in internal and external committees, boards, and task forces, as appropriate
- Supporting ~~of~~ the City's mission, goals, policies and objectives
- Supporting the City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental- responsibility
- Performing other related duties as required

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and the employee is a member of the Unclassified Service.

QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by directing the right combination of people, resources, processes and time to successfully achieve results.

The position requires graduation from an accredited college or university with a bachelors' degree in public administration, planning, architecture, engineering or a related field. A master's degree in a relevant field is highly desirable.

The position requires at least five years of increasingly responsible, professional planning, building, engineering or community and economic development experience with at least three years of experience in a supervisory capacity.

The position requires computer literacy with knowledge in the use of Microsoft Word, Excel, and PowerPoint; ability to communicate using email programs; and, understanding and adherence to City policies for information technology.

The position's expected competencies are sound decision making skills; critical thinking ability; problem solving and innovation skills; a drive for results; analytic skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performance.

The position requires meeting the physical employment standards for the position.
