



CITY OF BANNING, CALIFORNIA

Community Development Director

Job Code: 3010
Salary Grade: 92

FLSA Exempt Non-Exempt

JOB DEFINITION: Under policy direction, directs, manages and performs a variety of tasks associated with managing the City's planning and building and safety functions. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES: Under general direction from the City Manager, the Community Development Director will plan, manage, direct, oversee and coordinate the activities of the Community Development Department including building and safety, planning, economic development, business development, urban redevelopment, housing programs; coordinates assigned activities with outside agencies and the general public; provides highly complex staff assistance to the City Manager. Exercises direct supervision over professional, technical and clerical personnel.

Evaluates land use proposals to ensure compliance with City, State and Federal laws and ordinances. Communicates with developers regarding the development process. Provides recommendations to developers regarding land use proposals. Monitors the architectural and engineering work on all development projects to ensure conformance with the Agency's development goals and the City's general plan. Directs the preparation of agenda items for the City Council, Planning Commission, and other committees, commissions, and boards involved in land use, development, and general planning activities.

Oversees, monitors and directs office operations of assigned staff. Prioritizes and assigns special projects. Interviews prospective employees. Hires and/or recommends hiring. Develops, identifies and implements new employee and ongoing staff training. Assigns, tracks and reviews work assignments and progress. Reviews and approves the formal performance evaluation of assigned department staff. Develops and implements disciplinary actions for assigned staff.

Performs other duties as assigned or required.

KNOWLEDGE and SKILLS:

- Knowledge of applicable City, County, State and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of land development and usage planning principles.
- Knowledge of zoning ordinance provisions.
- Knowledge of pertinent regulations including State Subdivision Map Act, CEQA, and SMARA.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.

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City of Banning, California

CC Approved July 13, 2004

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- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Planning & Development, Management or closely related field **AND** ten (10) years of planning and development experience that includes five (5) years of management and/or supervision.

ADDITIONAL REQUIREMENTS: May be required to work outside the traditional work schedule.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

- Ability to work in a standard office environment; ability to travel to different sites and locations.
- Regularly required to talk or hear. Required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, crawl, or twist; lift, drag and push files, reports or other materials.
- The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

