

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: COMMUNITY DEVELOPMENT DIRECTOR**

**REPORTS TO: City Manager**

**TYPE: Executive - Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Plans, directs and coordinates the full range of community development activities, including planning, building, economic development and housing. Under general policy direction, and in support of defined goals and objectives, performs a variety of planning, management, financial and marketing tasks requiring the use of independent judgment.

**ESSENTIAL FUNCTIONS:**

Functions of this position include the direction and coordination of the work of the Community Development Department staff, and the review of the work for accuracy and compliance with legal provisions, departmental policies, and established planning principles and procedures. Operation of complex computer and/or communication systems; ability to operate keyboard, develop and read detailed documents, give oral instructions to employees, conduct oral conversations with customers; make oral presentations; ability to periodically work long hours.

**FAIR LABOR STANDARDS ACT EXEMPTION:**

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the agency. The incumbent supervises two or more employees. This position is, therefore, "exempt" under the Fair Labor Standards Act as an "Executive Employee."

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Plans, directs and coordinates the development and implementation of planning, building, economic development and housing goals, objectives, priorities and programs; makes recommendations on administrative and business matters.
- Prepares agendas for meetings, including status reports on prior direction, financial status reports, committee reports and staff reports in support of proposed action.
- Plans, organizes and directs preparation of a recommended department budget; provides periodic performance reports to the City Manager; works closely with and provides staff support to the Planning Commission and City Council in developing implementation plans and evaluating projects.
- Meet and engage with a variety of citizens, advisory groups, governmental representatives, technical experts and developers on issues including traffic, facilities design, housing, parking, commercial/industrial development, zoning and neighborhood improvements.
- Administers Community Development Block Grant program; prepares grant applications; plans and conducts information meetings; advises the City Manager and City Council/Agency Board on project applications.
- Is responsible for the updating and administration of the General Plan; including updates as necessary.
- Prepares studies, reports and perform other duties as assigned by the City Manager.
- Serves as the City's California Environmental Quality Act (CEQA) Environmental Coordinator and Zoning Administrator.
- Oversees the education, enforcement and compliance of building and zoning ordinances.
- Monitors and analyzes federal and state legislation and regulations relating to planning, community development, redevelopment and economic development to determine impact upon City; advises City Manager and other department heads concerning changing regulatory requirements.

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- Develops economic development and housing program resources; responds to inquiries and works with individuals interested in pursuing the development of projects; makes referrals to financing agencies; develops working relationship with federal, state, other local and nonprofit agencies offering economic development and housing assistance programs.
- Develops and implements a strategy for the City of Fort Bragg for the retention, expansion and recruitment of business and industry.
- Identifies funding sources; maintains relationships with funding sources and ensures compliance with reporting requirements; administers contractual agreements with governmental agencies to ensure appropriate fiscal controls.
- Counsels, cooperates with, and acts as liaison to other local agencies and nonprofit organizations working in community and economic development and business promotion projects and activities involving promotion and development of local economy.
- Develops promotional literature, data sheets, inventories of available industrial land and buildings, and other data for dissemination to businesses interested in developing or relocating in the City.
- Provides a continuing service to businesses in the City to help solve problems resulting from new location or expansion requirements or related problems.
- Supervises and provides direction to the Community Development Department staff in overall management of the community development function.
- Manages contract services for building inspection and other community development services.

## **MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal and applicable software, keyboard, , telephone, copier, , printer.

## **SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

Incumbent must be a results-oriented person and persuasive individual who is accustomed to a "hands on" approach, should value leadership and entrepreneurship over "process," and must have a high level of sensitivity to customer service.

Establishing of cooperative working relationships with federal, state, and local officials, as well as private financing institutions, venture capital groups and developers is essential to the success of the position.

## **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

- A wide range of leadership skills, including inspiring, motivating and developing staff; taking on responsibility, remaining flexible in thinking and action, and being motivated by challenge.
- Excellent interpersonal skills, including the ability to develop and keep the trust and confidentiality of others; understanding sensitivities of others; the ability to deal with different personality styles; and a sense of humor.
- Strong communication skills, including public speaking, listening and writing; ability to write policy documents, contracts, staff reports, grant application and marketing materials.
- Enthusiasm and commitment to working on community development in a rural coastal community experiencing economic base transition.
- A professional who uses common sense and grasps political issues in dealing with elected officials, staff members, external public entities and outside stakeholder organizations.
- Knowledge of public and private sector finance; principles and practices of public finance administration with emphasis in economic development; federal and state economic development and housing program funding sources and application procedures; tax increment financing; public financing debt issuance; private/public partnership financing programs; principles and practices of planning and urban design.
- Ability to screen and prepare preliminary financial packages.
- Knowledge of the financing and operation of small and medium sized businesses.

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- Ability to gather, analyze and interpret economic, labor market and other data.
- Knowledge of community and economic development principles and practices, local and state laws, administrative regulations affecting economic development and housing programs, and reporting requirements.
- Knowledge of principles of a municipal organization, administration and budgeting, and policy-staff relationships.
- Ability to effectively collaborate with government agencies.
- Ability to effectively coordinate, manage and supervise multiple priorities and programs; select, supervise, train and evaluate assigned staff.
- Working knowledge of the California Environmental Quality Act, LAFCO/annexation, General Plans and Coastal Zone planning concepts.
- Experience with and knowledge of Geographical Information Systems (GIS).

**DESIRABLE EXPERIENCE/EDUCATION:**

Five years of experience in planning, community development, housing, redevelopment, economic development, urban design or related field, including four years in a supervisory or leadership role. Education should be equivalent to graduation from an accredited college or university with a degree in or major study in Public Administration, Business or Business Administration, Planning, Urban Design, Economics or related field.

**PHYSICAL REQUIREMENTS:**

Frequent walking, standing, writing, bending, reaching, sitting in office chair, keyboarding and visual contact with computer terminal; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from one building to another, driving motor vehicle.

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**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Established 7/99  
Last Updated 10/19

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