

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: COMMUNITY RESOURCES AND DEVELOPMENT DIRECTOR

DEFINITION:

Under administrative direction, plans, organizes, and directs the operations of the Community Resources and Development Department which includes current and advanced planning, code enforcement, public parking management, building and permit processing, building inspection, and housing and homeless services programs, and economic assistance development; provides highly responsible and complex administrative support to the City Manager; serves as a member of the City's management team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

~~Reporting to the Assistant City Manager for Development Services, t~~This position is responsible for the activities, operations and implementation of services, functions and policies of the Community Resources and Development Department. The incumbent develops and administers projects and programs in accordance with the goals established by the Council and implemented through the City Manager's Ooffice.

SUPERVISION RECEIVED AND EXERCISED:

~~Receives general direction from the City Manager or designee. The responsibilities include the~~

~~Exercises~~ direct and indirect supervision of management, professional, technical and ~~clerical personnel~~administrative support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, directs and supervises the activities of the Community Resources and Development Department; directs and participates in the development and implementation of goals, objectives, polices, procedures and priorities to ensure project and program objectives are met.
- Directs, monitors and administers the development and implementation of immediate and long-range growth and development initiatives of the community; directs and supervises research and special studies relating to the preparation of the general plan, specific plans, capital improvement programs, zoning, building inspection, parking management, housing and homeless services, and related matters and ordinances.
- Prepare and monitors the annual budget, making recommendation to the ~~Assistant~~-City Manager on final expenditure levels; forecasts additional funds needed for staffing, equipment, materials, and supplies; directs and supervises the administration, implementation and enforcement for planning, zoning and related codes; directs and supervises the compilation and publication of statistics and other information important to commerce and industry as well as other City departments.
- Supervises staff of the Community Resources and Development Department; selects, assigns, monitors and evaluates work performance; establishes rules, procedures and/or standards; provides training and guidance; administers personnel policies; works with employees to correct deficiencies; implements discipline.

EXHIBIT A

- Provides technical assistance and represents the department to the City Council, Planning Commission, citizenscommunity, developers, engineers, architects and numerous other citizen committees and other City departments; establishes and maintains liaison with various Federal, State, county and local officials on planning, building inspection, flood plain management, housing and homeless services, and related issues important to the community.
- Represents the department at public meetings and presents planning matters to the City Council, Planning Commission, Cultural Heritage Commission, Housing Authority, and citizen committees as required; serves as staff to the Planning Commission and other boards and committees as assigned; prepares or directs the preparation of reports, studies and recommendations for boards and committees.
- May act as the zoning administrator, performing a variety of related functions and responsibilities including interpreting, applying, evaluating, and implementing standards and requirements of the zoning ordinance.
- May act as the Executive Director of the Housing Authority of the City of Napa.
- Meets the developers and the general public regarding development/planning efforts, development applications and processes to explain purposes, regulations, policies and accepted development practices; serves as technical advisor to the City Manager and other City staff on land use, building codes, housing assistance, homeless services and other technical areas pertaining to development and other community development activities.
- Advises, consults, and assists in administering contracts with professional planning/engineering consultants retained for the development of plans, and related studies and reports; provides direction and oversight as needed.
- Coordinates the City's response to homelessness with relevant city departments. Represents the City in relationships with the County, State, and Federal government as well as community service providers.
- Analyzes and recommends improvements to existing services and operating systems of the department; develops and maintains systems and records that provide for proper evaluation, control, and documentation of department operations.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices and methods of modern, complex, comprehensive community development program resources and development and administration; organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs; advanced principles and practices of urban planning; Federal, State and local regulations dealing with housing assistance, homeless services and neighborhood conservation; procedures, requirements and eligibility criteria relating to housing rehabilitation loans; municipal and private sector finances, federal grants management and statistics; research methods and sources of information related to urban growth and development; principles of economics and statistics; pertinent Federal, State and local laws, codes and regulations; principles and practices of organization, administration and personnel management; practices and methods of supervision, training techniques, personnel management, leadership, organizational and operational control; current trends in community development and land use planning; general principles of effective administration and budget preparation; costs recovery techniques and fee structuring; computer applications.

Ability to:

EXHIBIT A

- Develop, organize and administer the functions of the Community Resources and Development Department; plan, revise and implement a sound community development and land use planning and zoning program for the City; oversee Housing Authority programs and initiatives, analyze and interpret data pertaining to planning, zoning and building; plan, direct, coordinate and supervise the work of professional and technical staff including monitoring work schedules and evaluating the work of subordinates; establish and maintain effective working relationships with the public, developers, consultants, governmental officials and public bodies; interpret and apply zoning and building regulations and planning concepts to unusual or difficult land use problems; prepare and present comprehensive reports; communicate clearly and concisely, orally and in writing; utilize personal computers to perform word processing, spread sheet and specialized functions; administer budgets; train, direct and motivate employees engaged in a community development program; exemplify and foster an enthusiastic, resourceful and effective service attitude with public and co-workers.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way of gaining to obtain the ~~requisite~~ knowledge, skills, and abilities is would be:

Six years of increasingly responsible experience in community resources or development function~~which included urban planning~~, including four years of administrative and supervisory responsibility coupled with a Bachelor's degree with major coursework in land use planning, public administration or a related field.

A Master's degree in a related field and oversight experience of housing assistance programs is desirable.

Special Requirements: Possession ~~of a valid Class C Driver's License and a good driving record at time of hire and continued maintenance of a valid Class C driver's license is required.~~ Independent travel is required. Attendance at evening meetings necessitates work outside normal working hours. ~~This is an exempt, at will position.~~

Employment Type: At-Will Position
Established: December 23, 2002
Revised: August 5, 2008
FLSA Status: Exempt