

CITY OF LOS BANOS

Job Description

POSITION TITLE	COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR
DEPARTMENT	COMMUNITY & ECONOMIC DEVELOPMENT
EMPLOYMENT CATEGORY	EXEMPT
EMPLOYMENT LEVEL	MANAGEMENT

DEFINITION

Under direction of the City Manager; plans, organizes, advises, and directs the activities and operations of the City's Planning, Civil Engineering Permit Process, Economic Development divisions. Provides highly complex administrative support for the Planning Commission and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality.
- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintain skills through continuing education and training.
- Attend various meetings, trainings, etc.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely manner.
- Develop and administer the Department budget, including forecasting, monitoring, and approving expenditures.
- Negotiate and resolve significant controversial issues, and development agreements.
- Directs the preparation of agenda items for Planning Commission and City Council consideration.
- Confers with public officials, developers, citizen groups, and the general public on matters related to the City's development regulations and policies, economic development goals, and serves as a resource for the public.
- Develops policies and is responsible for implementing the City's Economic Development Strategy.
- Represents the City at economic development conferences and negotiates with businesses considering locating in the City.
- Provides support, including leadership and technical expertise, for regional committees, and the City Manager, City's Planning Commission and City Council.
- Perform other related duties as assigned

Knowledge of:

- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, rules and regulations.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Current principles and practices of public administration, city planning, and economic development.
- Economic development, real estate development and current and long-range planning.
- State enabling legislation, including the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Subdivision Map Act, General Plan and Land Use Law and Procedures and Organizational management practices.
- Research and analysis methods.
- Use of computers and the full complement of Microsoft Office software programs, including Excel, Word, Outlook, PowerPoint, and Publisher.

Ability to:

- Plan, direct and control the administration and operations of the Community and Economic Development Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance

and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and apply local, State, Federal, City and department policies, procedures, rules and regulations.
- Supervise, train, and evaluate personnel.
- Work independently.
- Understand and follow both oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Exercise independent judgment.
- Establish and maintain a high level of trust.
- Remain calm and focused during emergency operations.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and implement programs to meet the needs of the City.
- Effectively oversee multiple projects simultaneously while managing project costs, resources, and schedules.
- Prepare and present staff reports at City Council meetings; attend City Council meetings.
- Effectively lead, manage and mentor professional, technical and clerical staff to ensure fulfillment of Department goals, objectives and work programs.
- Generate diagrams, exhibits, maps or illustrations using Geographical Information System (GIS) software.
- Solve highly technical and political problems.
- Formulate sound recommendations for community development activities.
- Skillfully represent the City in contract and agreement negotiations.
- Prepare and present formal presentations to elected officials, Planning Commission and City Council.
- Represent the City's interest at various regional agencies and outside committees.
- Establish and maintain cooperative relations with those contacted during the course of work.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

- Five (5) years of progressively responsible experience in Public Sector Planning and/or Economic Development, including three (3) years of supervisory experience.
- Bachelor's degree from an accredited college or university in Planning, Public Administration, or related field.

DESIRED QUALIFICATIONS

- Master's degree from an accredited college or university in Planning, Public Administration, or related field.
- American Institute of Certified Planners (AICP) Certification.

10/17