

CITY OF COSTA MESA
Established Date: July 12, 2015
Revision Date:

Assistant Director of Community Improvement

Class Code:
0157

DESCRIPTION:

Under administrative direction, to plan, organize, direct, review and coordinate the work of the Community Improvement Division within the Development Services Department; to present and justify recommendations to management, governing bodies and community groups regarding community improvement programs including the Group Home Enforcement, Hotel/Motel Enforcement and Neighborhood Stabilization Programs; and to do other work related to community improvement programs as required.

CLASS CHARACTERISTICS:

An incumbent in the position is permit to work within guidelines established by law, regulations, codes, City policy and City management. Formal supervision is exercised over professional and technical staff and formal or functional supervision over clerical staff. An incumbent represents the Community Improvement Division of the Development Services Department before the City Council, Planning Commission, Chief Executive Officer, community groups, other City staff and the public. This management class is distinguished from the class of Assistant Development Services Director due to the fact that the job responsibilities relate solely to the Community Improvement Division. Work is assigned and evaluated by the Economic and Development Services Director through conference and reports.

ESSENTIAL FUNCTIONS:

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.

Assists with the overall planning, organizing, and directing of the Community Improvement Division; evaluates existing programs and activities and initiates actions for community improvement; determines methods and procedures to be utilized in accomplishing community improvement activities.

Participates in the selection of professional, technical and clerical personnel and their orientation, training and performance evaluation; establishes work standards as related to community improvement.

Assists the Director in planning activities of the Community Improvement Division and in developing departmental policies; provides for policy implementation.

Analyzes work load needs and makes recommendations on staff and other expenditures requirements to accomplish community improvement programs.

Supervises and participates in the preparation of a variety of comprehensive plans, complex research studies, statistics, and reports for written and verbal presentation to the Planning Commission, and City Council on community improvement programs and initiatives.

Analyzes and evaluates the effectiveness of Community Improvement Programs.

Coordinates activities with other departments and agencies and normally attends meetings related to other Code Enforcement and Network for Homeless Solutions activities.

Meets with developers, citizens' organizations, and public officials to coordinate and implement various community improvement projects and programs.

Interprets and explains Community Improvement programs, proposals and decisions to employees, other departments, groups, applicants and the public.

Coordinates with other Development Services Divisions and City Departments on community improvement activities as necessary.

Performs a variety of community improvement management duties including budgeting, staffing, cost control, priority setting and scheduling.

Represents the Development Services Director in matters relating to the Community Improvement Division in his/her absence.

Performs other related work as required.

QUALIFICATIONS GUIDELINES:

A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:

EDUCATION, TRAINING AND/OR EXPERIENCE:

Graduation from an accredited four-year college or university with major course work in urban planning, public administration, or a related field.

Progressively responsible professional experience in urban planning preferably encompassing community improvement activities. Previous supervisory experience is preferred.

LICENSE AND/OR CERTIFICATE:

Certification by the American Institute of Certified Planners (AICP) is preferred

REQUISITE KNOWLEDGE AND SKILL LEVELS:

Knowledge of principles and practices of urban planning, community improvement, and code enforcement.

Knowledge of laws and ordinances applicable to community improvement, urban planning, community development, and zoning processes.

Knowledge of principles of supervision, work organization, and personnel management.

Knowledge of management and budgetary principles and practices.

Knowledge of relevant Federal and State laws and regulations pertaining to and affecting California community improvement and development, including property acquisition, funding and financial methods, disposal, rehabilitation and relocation.

REQUISITE ABILITIES:

Ability to Supervise and perform complex technical research on economic, engineering, transportation, zoning, redevelopment, environmental impact, urban design and sociological problems as part of the community improvement process.

Ability to present technical information succinctly in an interesting manner, orally and in writing, to both large and small groups.

Ability to analyze and supervise the systematic compilation of technical and statistical data and to prepare complex reports.

Ability to establish and maintain effective working relationships with staff, city officials, representatives of other government agencies, community leaders, business owners and the general public.

Ability to plan, organize and supervise the work of professional, technical and clerical personnel.

Ability to coordinate community improvement activities with other City sections, divisions, departments, land

developers and other outside individuals.

Ability to comprehend and apply laws, regulations and policies related to community improvement or municipal planning.

Ability to analyze a variety of administrative problems in the Community Improvement Division and make sound policy and procedural decisions as to their solution.

SUPPLEMENTAL INFORMATION:

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.