

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

COUNCIL APPROVAL:

SEPTEMBER 17, 2018

JOB CODE:

0840

EMPLOYMENT STATUS:

REGULAR FULL-TIME

UNIT REPRESENTATION:

NA

FLSA STATUS:

EXEMPT

JOB SUMMARY

Under administrative direction, to assist the Director of Community Development in planning, organizing and directing the activities of the Community Development Department.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Director of Community Development

Supervises: Building Manager, Code Enforcement Supervisor, Inspection Manager, and Planning Manager

DISTINGUISHING CHARACTERISTICS

This single-position classification is designated as "at will" and is excluded from the competitive service.

The Deputy Director of Community Development has broad authority for directing and coordinating Community Development Department administration and operations through subordinate managers and supervisors. The incumbent is responsible for directing and reviewing the work of the following sections: Permit and Plan Check Services, Planning Services, Neighborhood Preservation and Code Enforcement Services, and Building Inspection Services. The incumbent assumes full program responsibility including decision making on key policy issues, establishing program goals and objectives, setting program priorities, and allocating necessary staffing and other resources.

EXAMPLES OF ESSENTIAL DUTIES

- Assists the Director in planning, organizing and directing the activities of the Community Development Department
- Ensures compliance with departmental programs and processes with local, State and federal regulations, and other applicable requirements; analyzes, or directs the analysis of, proposed legislation, laws, regulations, and other provisions to assess the impact on departmental operations; interprets laws, regulations and legal provisions

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for departmental management; and evaluates and directs changes to department-wide policies, procedures and practices

- Directs all information systems operations in the analysis design, implementation, and maintenance of the Department's automated systems, defining long range data processing systems requirements for the department, and consult with department staff and other users on immediate and long term systems needs
- Selects, trains, motivates, and evaluates performance of assigned personnel; provides or coordinates staff training, provides assistance in improving skills and abilities; resolves staffing conflicts and works with employees to correct deficiencies; implements discipline and termination procedures
- Directs, coordinates and reviews the work of the managers and supervisors responsible for Permit and Plan Check Services, Current and Advanced Planning Services, Neighborhood Preservation and Code Enforcement Services, and Building Inspection Services to provide adequate coverage, ensure the accomplishment of program goals and objectives, evaluate program requirements, needs and accomplishments, authorize and review all special projects completed by staff, evaluate program objectives and results
- Manages the activities of the Planning Commission
- Consults with program managers, supervisors and specialists on special conditions, technical, administrative, legal and legislative issues and unusual field problems; determines appropriate action for resolution of problems
- Oversees and coordinates the updates and maintenance of the Huntington Beach zoning and subdivision ordinances and the City's building codes
- Works with the Director in coordinating and establishing priorities for requests for information and assistance from elected officials, City Manager's Office, and other government agencies
- Develops and maintains liaison relationships with Federal, State and County officials, California Coastal Commission, community representatives and members of the planning and building industries
- Directs the preparation of and reviews and consolidates the annual budget for the Community Development department; recommends staffing levels; directs and reviews expenditure controls
- Identifies sources of grant funds, writes grant proposals, and administers or oversees grant awards
- Assists the Director of Community Development in advising the City Manager and City Council regarding planning and development projects, recommendations and policies
- Attends leadership, management, supervisory and technical training to stay abreast of industry best practices
- Develops processes to ensure business continuity in the event of a disaster
- Serves as department ombudsperson regarding public relations and information in responding to citizen complaints and attempting resolution; addresses social media issues

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- Provides expertise on customer service efforts within the Department
- Works with other departments to coordinate and resolve various issues related to department functions and operations
- Assumes the duties of the department head when the Director is absent
- Performs other related duties

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, methods, and procedures of urban and regional planning
- California Environmental Quality Act and California Coastal Act
- Federal, State and local laws, regulations and rules governing planning
- Economic, governmental and legislative trends affecting urban land development and environmental quality
- Physical, environmental, social and governmental factors involved in planning
- Principles and practices of management analysis and organizational design necessary to formulate and implement policies and programs, and to determine administrative and operational needs for a planning and building department
- Principles and practices of management, including training, directing, evaluating and supervising subordinates
- Principles and practices of fiscal management, budget administration and control necessary to plan develop and evaluate funding requirements; to prepare, present and justify budget requests
- Customer service best practices

Ability to:

- Plan, organize, manage and direct the overall operations of the Planning Services, Permit and Plan Check Services, Code Enforcement Services, Neighborhood Preservation and Building Inspection Services
- Develop policies and procedures, administrative regulations, guidelines, practices related to Community Development operations.
- Supervise, train and evaluate the work of staff through subordinate supervisors

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- Analyze, evaluate and direct the preparation of complex technical planning and staff analyses, studies, reports and proposals; make recommendations and presentations.
- Establish and maintain effective relations with public officials, City Council members, the City Manager, and the general public.
- Understand, interpret and apply provisions of Federal, State and local legislation, rules and regulations pertinent to the activities of the Planning and Building Department.
- Prepare budget requests and control expenditures within budget authorization

Education: A Bachelor's degree from an accredited college or university in Architecture, Urban Planning, Public Administration or other directly related field. A Masters degree preferred.

Experience: Six (6) years increasingly responsible experience performing professional planning and community development related work at a senior management level or higher of which includes at least four (4) years' supervisory experience over professional and administrative support staff.

Certifications/License: A valid California Class C driver's license and an acceptable driving record are required by time of appointment. AICP Certification by the American Planning Association preferred.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work and/or receiving a vehicle allowance, shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve

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information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.