

## CLASS SPECIFICATION

Yuba County

January 2007

**CLASS TITLE:** Community Development & Services Agency Director

**FLSA STATUS:** Exempt

---

### **JOB SUMMARY:**

The Community Development & Services Agency Director plans, organizes, manages and directs the activities and operations for the Building Department, Environmental Health Department, Finance and Administration Department, Planning Department and the Public Works Department; coordinates with the County Administrator, Board of Supervisors, Planning Commissioner, management staff, other County departments, governmental agencies and business liaisons to manage and accomplish the complex functions of the agency and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This executive level management position is responsible for overseeing the Community Development & Services Agency. Responsibilities include budget administration, policy development, program administration, project planning and regulatory compliance for designated departments within the agency. The incumbent is accountable through subordinate managers and supervisors, for accomplishing agency-wide planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines. This is an "at will" position appointed by and working at the direction of the County Administrator.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plans, organizes, directs and coordinates the functions of the Community Development & Services Agency either directly or through subordinate manager and supervisors; coordinates Agency programs, plans and objectives with all department Directors.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards to carry out the functions of the Agency and enhance the efficiency and effectiveness of each department.
- Determines and recommends new service programs or changes to existing programs to improve the service provisions for the Agency.
- Analyzes and evaluates program performance and service objectives; establishes and develops goals and objectives for long and short range programs and follows-up to ensure timely completion.
- Directs the preparation of staff reports and exhibits to update the Board of Supervisors, County management and other related departments or agencies on the activities of the Agency.
- Oversees the preparation and administration of multiple budgets within the Agency; controls program activities within budgetary limits and guidelines; reviews program funding, staffing, and operational needs and develops future programmatic and financial plans.
- Develops and recommends the annual Agency budget and capital improvements programs and submits to the County Administrators Office and the Board of Supervisors.
- Oversees the development and submission of grant applications, the administration of grants, including the timely submission of required program, audit and financial reports.
- Oversees and evaluates the work performance for senior managements, establishes goals and objectives and administers discipline as necessary.
- Provides for the training and professional development of staff; oversees in-service training programs.
- Represents the County in meetings with architects, engineers, developers, business and property owners', contractors, special districts, municipalities, and associations regarding Agency functions; resolves complex problems within the required codes, regulations and standards.
- Monitors state and federal regulations and legislative activities pertaining to the responsibilities of the agency; evaluates their effect upon County activities; recommends and implements changes to policy and procedures as appropriate.
- Ensures that all department functions comply with applicable federal, state and local laws and ordinances.
- Directs the research and preparation of technical and administrative reports and studies; prepares written correspondence as necessary.

**Important:**

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and inspects various sites.

**QUALIFICATIONS:**

**Knowledge of:**

Principles, practices and procedures related to governmental planning.  
General knowledge of the current developments, principles and methods of Agency programs.  
Management principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.  
Principles and practices of leadership, motivation, team building and conflict resolution.  
Principles, practices and techniques for working effectively with appointed and elected official of the County and other governmental jurisdictions.  
Principles, practices and funding sources related to the provision of a variety of services to the community.  
Principles, practices and techniques for fiscal management, budget control, cost accounting and public funding.  
Geographic, socio-economic, transportation, political and other elements related to the County service provision process.  
Applicable laws, codes and regulations related to Agency functions.  
Computer applications related to the work.  
Record keeping principles and practices.  
Techniques for making public presentations.  
Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.

**Skill in:**

Planning, organizing and administering the activities and operations of a multi-disciplinary management team involved in complex and comprehensive programs.  
Developing and implementing goals, objectives, policies, procedures and work standards.  
Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.  
Planning, supervising, reviewing and evaluating the work of staff through subordinate levels of management.  
Providing for the professional development and training of others.  
Ensuring compliance with all State and Federal reporting requirements.  
Training others in policies and procedures related to the work.  
Interpreting, applying and explaining complex codes, ordinances and regulations.  
Preparing and directing the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.  
Using initiative and independent judgment within general policy guidelines.  
Representing the department and the County and coordinating activities with members of other departments, public agencies and private organizations.  
Using tact, discretion and prudence in dealing with those contacted in the course of the work.  
Making effective public presentations.

**Ability/Physical Requirements:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle to visit development sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally a typical office environment.
- Attend meetings and functions outside normal working hours.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Graduation from a four year college or university with major coursework in business or public administration, engineering, planning or a field related to the work and seven years of progressively responsible experience in engineering, planning, or a large and complex organization with at least three years in a management capacity.

**Preferred:** In addition to the minimum qualifications, possession of an advanced degree in Engineering or Planning and additional progressively responsible supervisory or management. Possession of additional Professional level certificates or licenses related to Agency functions is desirable.

**This Class Specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**