



Job Title: **Community Development Manager**  
Department: **Community Development**  
Date: July 1, 2020  
 Exempt FLSA Exemption: Executive  
Job Reports To: Community Development Director  
Pay Grade: 23  
 Full Time

## Job Description

### Summary/Objective:

Under general direction of the Planning & Community Development Director, plans, organizes, supervises and reviews the work of professional, technical and administrative support staff engaged in the enforcement of municipal and building regulations and other related codes including zoning, land use, housing, litter, sanitation and other public nuisance code provisions; provides leadership and coordination to the Code Enforcement, Building & Safety Programs and related programs and activities; manages projects and contracts; performs research and technical activities necessary to achieve objectives; provides responsible and technical support to the Director; and performs other related duties or assignments required.

**Essential Job Functions** *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Develops, implements, modifies and administers systems, policies and procedures involving the City's property maintenance codes and other related nuisance codes.
2. Plans, organizes and directs the work performed by professional and technical employees in a variety of code enforcement activities.
3. Plans, supervises and reviews the development of special enforcement and public information programs, which focus on the compliance requirements of City codes and ordinances.
4. Coordinates, facilitates monitors, evaluates, and works with staff to continuously improve plan review and permit processing services; may assist with and supervise building inspection staff.
5. Manages and directs the work of staff; assigns work projects, prioritizes work assignments, reviews work, assists complex work, resolves conflicts, disputes and issues.
6. Works with staff to develop and maintain a quality control program, appropriate work standards and effective training programs.
7. Assists with the preparation of new editions of the California Building Codes and related updates to the Municipal Code.

8. Represents the department at meetings involving other City departments, various City commissions, City Council and various outside agencies as an expert in code interpretations, permit requirements and other highly technical matters/issues.
9. Confers with attorneys, building owners, architects, engineers, contractors, etc to resolve issues that may arise during or as a result of plan review and permit processing activities.
10. Monitors, evaluates and facilitates the daily operations of the division's plan review, building inspection and permit processing programs.
11. Develops, implements and oversees effective customer satisfaction and quality assurance programs ensuring that established timelines and qualities are maintained.
12. Identifies, develops, prepares, monitors and reports on various grant applications.
13. Oversees and manages grant project execution.
14. Serves in the process of appeals.
15. Organizes, manages and coordinates a citizen complaint office to effectively deal with code enforcement violations.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
17. Evaluates all court/legal actions against violations of codes and related ordinances, testifies in court and works with attorney, judges and law enforcement personnel as necessary.
18. Gives public presentations to legislative bodies, boards, commissions and community organizations regarding municipal code compliance and enforcement, building & safety activities and other projects as assigned.
19. Prepares and administers the division budget.
20. Prepares memos, correspondence and reports regarding Code Enforcement activities.
21. Supervises, trains and evaluates professional, technical, clerical and administrative support staff.
22. Attends and participates in professional group meetings; stays current on new trends and innovations in area(s) of assignment.
23. Monitors professional service contracts in a variety of project assignments; working with other City departments and divisions on joint or related activities.
24. Assists the Community Development Director with duties and responsibilities of the department.
25. Provides highly responsible and complex technical support to the Community Development Director.
26. Coordinates with the Planning Manager to ensure uniform management of the Community Development Department Divisions.

**Other Job Related Duties** Performs related duties or responsibilities as assigned.

**Conformance Statement** In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

### **Competencies**

- English usage, spelling, grammar and punctuation.
- Ethical Conduct.
- Time Management.
- Organization Skills.
- Personal Effectiveness/Credibility.

### **Qualification Guidelines**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education** Bachelor's Degree from an accredited college or university with major course work in Business or Public Administration, Architecture, Civil Engineering, Construction Management, Regional or Urban Planning or related field.

**Experience** Five years of increasingly responsible supervisory and administrative experience with responsibility for the development, maintenance and administration of a code enforcement, community preservation program, building & safety, construction program or a closely related field.

**Desirable Qualifications** Possession of a Master's Degree in Public Administration, Architecture, Civil Engineering, Construction Management, Regional or Urban Planning or related field. Certified Code Enforcement Officer issued by CACEO. Grant Writing Certificate and/or Economic Development Certificate.

**Licenses and Certificates:** Possession of a valid Class C California Driver's License with a safe driving record.

## **Condition of Employment**

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion and/or termination without Administrative or Judicial appeal.

## **Pre-Employment**

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

## **Knowledge, Skills & Abilities**

Knowledge of:

- English usage, spelling, grammar and punctuation.
- Applicable local, state and federal building regulatory codes and standards.
- Principles of supervision, training and performance evaluation.
- Principles and practices of organization, administration, budget, and human resource management.
- Principles and application of municipal codes, ordinances, rules and regulations; legal process, including right of entry and due process.
- City, State and Federal laws and requirements regarding health and safety.
- General law enforcement procedures, policies and techniques as it relates to code enforcement.
- Principles and practices of organization, administration, program budget and personnel management.
- Principles and practices of effective business communication.
- Record keeping, account maintenance, purchasing practices and procedures.
- Procedures and operating details of municipal government; city-wide policies and procedures.
- Public administration polices and procedures; City's personnel rules and regulations.
- Arithmetic and accounting methods.
- Research techniques, sources and availability of information.
- Report writing and presentation.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Understand and interpret municipal and other applicable codes and determine the most effective method for collecting violations.

- Diplomatically dealing with the public and other government agencies in the enforcement of ordinance and regulations.
- Plan, develop and implement a comprehensive code enforcement and public information program.
- Enforce ordinances and regulations firmly, tactfully and impartially.
- Coordinate Code Enforcement Division activities within Community Development, other City departments, divisions and outside agencies.
- Select, supervise, train and evaluate subordinate personnel.
- Operate and comprehend the uses and application of computers in relation to code enforcement functions.
- Work independently in the absence of supervision.
- Interpret and apply administrative and divisional rules, policies and procedures.

Skills:

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances.
- Manage and monitor complex project, on-time and within budget.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of performing job duties.
- Operate office equipment; including computer and software applications.

**Work Authorization/Security Clearance**

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

**Disaster Service Worker Requirements**

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

## **Working Conditions, Mental and Physical Demands**

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

### **Work Environment**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; regularly operate a motor vehicle to transport self to various City meeting sites; vision abilities required include close vision and the ability to adjust focus to read and operate office equipment as necessary, vision to read printed materials and computer screen during the course of the work assignments; hearing and speech to communicate in person, before groups and over the telephone.

At times works in an office environment with controlled temperature, moderate noise levels and no direct exposure to hazardous substances. May interact with upset public or community members in developing, interpreting and enforcing City outreach programs.

### **Physical Demands** *(Essential duties require the following physical skills and work environment)*

This is, at times, a sedentary office classification although standing and walking between work areas is often required. During outreach activities, standing and walking may be required for hours at a time. Occasional need to bend, stoop, kneel, reach, push and pull are required. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

While performing duties, incumbent is regularly required to sit; talk or hear, in person and by telephone; use hands and finger dexterity to handle, feel or operate standard office equipment; and reach with hands and arms. Incumbent is regularly required to use written and oral communication skills; read and interpret data, narrative and statistical information; analyze and solve problems; use math and apply reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under deadlines; interact with staff, community members, businesses and organizations encountered during the course of community outreach work.

### **Essential Mental Functions**

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff. Be able to make quick decisions, provide guidance and direction to others,

problem solve, read, write and speak publicly. Essential to be able to read, organize, process and interpret data and be able to add, subtract, multiply and divide.

**Supervisory Responsibility**

Received general direction from the Community Development Director or his/her designee. Exercises direct and indirect supervision over professional, technical and office support staff.

**Expected Hours of Work/Work Schedule**

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). The position must be available to attend evening and weekend meetings as well as respond to emergency situations.

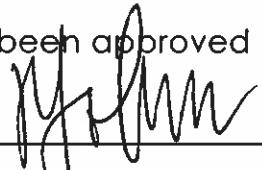
**Travel**

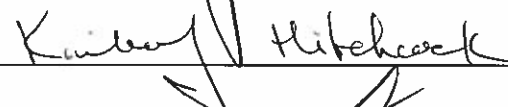
Regular, local travel is expected for this position. Occasional out of town travel for conferences, workshops and various training opportunities is likely.

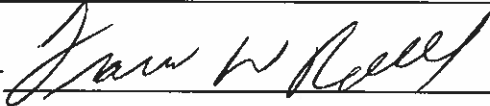
**Disclaimers and Approval**

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 6/11/2020

HR  Date 6/10/2020

Community Development Director  Date 6/10/20

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_