

**CITY OF ARCADIA**  
**COMMUNITY DEVELOPMENT ADMINISTRATOR**

**DEFINITION**

Under administrative direction, to direct, manage, supervise, and coordinate Community Development programs and activities including planning, zoning, environmental review (CEQA), Geographic Information Systems (GIS), historic preservation, and business license; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Development Services Director

**SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume management responsibility for Community Development services and activities including planning, zoning, environmental review (CEQA), Geographic Information Systems (GIS), historic preservation, and business license.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including planning, zoning, environmental review (CEQA), Geographic Information Systems (GIS), historic preservation, and business license; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Development Services Director; direct the implementation of improvements.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for Community Development services and activities; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Community Development program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Community Development with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Development Services Director; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community Development programs, policies, and procedures as appropriate.

Ensure enforcement of applicable codes on all projects and applications.

Review zoning, variance, conditional use permit, subdivision, design review and other similar planning related applications; assign to appropriate staff person.

Assume responsibility for the preparation and implementation of the General Plan and related updates.

Review project related environmental issues; assist other departments in the review of environmental issues, including compliance with CEQA.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development.

Respond to and resolve difficult and sensitive inquiries and complaints.

Responsible for the Division's Geographic Information System (GIS), and ensure up to date technological resources and tools for efficient service provision throughout the Department.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of a Community Development program.

Organizational and management practices as applied to the analysis and evaluation of Community Development programs, policies, and operational needs.

Modern and complex principles and practices of Community Development program development and administration.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including CEQA.

Information sources and research techniques in urban planning, business license, GIS, and historic preservation.

Architectural design review concepts, site grading, and drainage.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for Community Development.

Recommend and implement goals, objectives, and practices for providing effective and efficient Community Development services.

Manage, direct, and coordinate the work of management, supervisory, professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Identify and respond to community and Community Development issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Six years of responsible planning experience including four years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** February, 2008

**Revised Date:** August, 2017