

FLSA: EXEMPT

CITY OF WILLOWS

COMMUNITY DEVELOPMENT & SERVICES DIRECTOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the direction of the City Manager, manage the day-to-day administration and oversee the operations of the Community Development & Services Department, including the following Divisions: Public Works (includes Engineering, Parks, Streets, Facilities, Sewage, Stormwater and Capital Improvements), Building, Planning, Code Enforcement and Recreation. Supervise, assign and evaluate the work of staff and consultants engaged and working in these Divisions, including permitting; inspections; code enforcement; recreation; maintenance, repair, construction and operation of public works activities and services, including streets, wastewater collection and treatment, parks, public buildings and facilities, and city storm drains. The Community Development & Services Director also ensures safe work practices, work quality and accuracy; serves as a technical resource for assigned work crews and the City Manager; performs other related duties as required. May act as City Manager in her/his absence and perform other job-related work as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Development & Services Director** is a management level position responsible for assigning directing and supervising the work of employees and consultants in the Public Works (e.g., Engineering, Streets, Parks, Sewage), Building, Code Enforcement, Planning and Recreation Divisions. This classification is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's entire operations.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager. Exercises direct and indirect supervision over assigned staff and consultants/contractors.

ESSENTIAL FUNCTIONS:

- Accepts management responsibility for assigned activities, including short- and long-term planning, assigning, supervising, and monitoring the work of Community Development & Service Department staff and consultants/contractors.
- Responsible for building and equipment maintenance; and the construction, repair, maintenance and operation of City streets, wastewater collection and treatment, parks, and storm drain system.
- Is the Legally Responsible Official (LRO) for wastewater and storm water.

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- Assists in the development and administration of the Department's budgets; oversees and completes the preparation, submission and implementation of all budgets for the Public Works (streets, wastewater, and storm drain), Building, Planning, Code Enforcement, and Recreation Divisions; prepares and/or reviews contracts, agreements, resolutions, ordinances, and bid documents for assigned divisions; assists in managing and monitoring the approved Department budget; coordinates with outside vendors for various supplies and services, as well as requisitions and orders needed materials, parts and equipment.
- Prepares budgets and scheduling estimates on assigned projects; obtains a thorough knowledge and understanding of applicable construction plans, contracts and documents; establishes budget goals for applicable maintenance projects as required; oversees preparation of preliminary plans for future expansion of the wastewater collection and treatment systems, storage, source and supply, and pumping.
- Participates in the selection, training, and evaluation of staff; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
- Recommends sewer rate adjustments; maintains complete records of the wastewater treatment infrastructure; provides coordination of wastewater utility programs and projects.
- Recommends and assists in the development and upkeep of short- and long-range maintenance schedules for buildings, equipment, streets, parks, wastewater, and storm drain facilities.
- Assists in the processing and issuance of encroachment permits for all work within the City's rights-of-way.
- Prepare Federal and State grant applications, track and monitor grant funding and project implementation, and prepare scheduled reporting to oversight agencies as needed.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors, and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within assigned divisions.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city management staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions 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 the essential job functions.

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, need to lift, drag and push files, paper, documents and objects weighing up to 50 pounds is required.

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Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Community Development & Services Director. A typical way of obtaining the required qualifications is to possess the equivalent of eight years of increasingly responsible experience in public works, including four years as a supervisor or lead worker, and an Associates Degree or equivalent. Experience with oversight of Planning, Building and Recreation Departments is desirable. Valid certificates for operation of water and wastewater related facilities if such are needed or required. A bachelor's degree in public administration, civil engineering or a related field is desirable.

License/Certificate/Exam:

Possession of, or ability to obtain, a valid Class C California driver's license. Must be able to pass a pre-employment physical examination and background check.

KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Modern practices, techniques and materials used in building permitting, inspection, building and equipment maintenance, construction, repair, maintenance, and operation of wastewater facilities, recreation, parks, and streets transit;
- Contract negotiation and administration;
- Principles and practices of program and budget development, administration and evaluation; methods and techniques of supervision, training and motivation;
- Basic principles of mathematics;
- Applicable federal, state and local laws, codes and regulations;
- Methods and techniques of scheduling work assignments;
- Standard office procedures, practices and equipment;
- Modern office practices, methods and equipment, including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling and grammar; and
- Occupational hazards and standard safety practices.

Ability to:

- Supervise and direct the operations and activities of the Building, Planning, Code Enforcement, Public Works (e.g., Engineering, Streets, Parks, Sewage), and Recreation Divisions;
- Manage and coordinate capital improvement projects, especially cross-functionally;
- Prepare Federal and State grant applications; and track and report on grants and grant funding.
- Estimate time, staffing, materials and equipment needed to complete projects;
- Read and understand plans and specifications;
- Assist in the development and administration of the Department budget;
- Supervise and participate in the establishment of division and/or department goals, objectives and methods for evaluating achievement and performance levels;
- Negotiate, prepare and oversee contracts;

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- Coordinate and conduct training programs for staff;
- Respond to issues and concerns from the community;
- Plan, organize, train, evaluate and direct work of assigned staff;
- Perform mathematical calculations quickly and accurately;
- Interpret, explain and apply applicable laws, codes and regulations;
- Read, interpret and record data accurately;
- Organize, prioritize and follow-up on work assignments;
- Work independently and as part of a team;
- Make sound decisions within established guidelines;
- Analyze a complex issue, and develop and implement an appropriate response;
- Follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

ACKNOWLEDGMENT:

I acknowledge that I have read the job classification and requirements for the Community Development & Services Director position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date