



City of Desert Hot Springs

Invites Applications for the Position of Community Development Director

Annual Salary: \$106,728 to \$135,204

Open Until Filled

1st screening deadline is December 21, 2016

Human Resources Dept., 65-950 Pierson Blvd. Building A, Desert Hot Springs, CA 92240
Telephone: (760) 329-6411, ext. 401 • Fax: (760) 288-0624 • email HR@cityofdhs.org

JOB SUMMARY: Under administrative direction, plans, coordinates and directs activities of the Community Development Department including planning, building safety, public works, community preservation, economic development and redevelopment.

ESSENTIAL FUNCTION STATEMENTS: Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

ESSENTIAL FUNCTIONS

- Plans, directs and coordinates services, and determines and develops policy and procedures for the operations of City planning; directs the development and implementation of policies and regulations related to land use planning, general and specific plans, zoning, develops new housing strategies for the community, Community Development Block Grant Program and redevelopment programs.
- Plans, directs and coordinates services, and determines and develops policy and procedures for Building related services; ensures appropriate plans, checks and building inspections are conducted for structural, electrical, mechanical, plumbing and fire prevention in compliance with state and federal laws, local codes, ordinances and regulations.
- Provides leadership, program development, administration and coordination of Department programs and services; serves as liaison with the community, professional groups and other external contacts and resources for the City.
- Coordinates activities with other programs, departments or staff to ensure program delivery according to appropriate policies, procedures and specifications.
- Resolves discrepancies or procedural problems and responds to program administration and/or program delivery questions ensuring necessary follow-up occurs; controls program records for operational and budget accountability.
- Confers with and advises staff and program participants by providing advice, problem solving assistance, answers to questions and interpretation of program goals and policy.
- Serves as a member of the City's Executive Leadership team, participates in the management of the City and may serve on various committees, boards and task forces.
- Directly and through subordinate supervisors, hires, directs work efforts and evaluates staff; provides for and/or conducts staff development; establishes work methods and standards; initiates corrective and/or disciplinary action and responds to grievances and complaints according to established personnel policies and procedures and in consultation with Human Resources and City Manager.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operations, services and activities of a comprehensive community development program
- Management skills to analyze programs, policies and operational needs
- Principles and practices of program development and administration
- Principles and practices of municipal budget preparation and administration
- Principles and practices of basic engineering
- Advances in office and field operations equipment
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and Local laws, codes and regulations

Ability:

- Plan, organize, coordinate and direct the work of lower level staff
- Select, supervise, train and evaluate staff
- Delegate authority and responsibility
- Lead and direct the operations, services and activities of the Community Development Department
- Read, interpret, and analyze construction documents
- Identify and respond to community and City Council issues, concerns and needs
- Develop and administer departmental goals, objectives and procedures
- Prepare clear and concise administrative and financial reports
- Prepare and administer large and complex budgets
- Analyze problems, identify solutions, and implement recommendations
- Research, analyze and evaluate new service delivery methods and techniques
- Interpret and apply Federal, State and Local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Maintain physical condition necessary for the successful performance of assigned duties
- Lead, mentor and develop subordinates
- Adhere to work schedule
- Follow verbal and written directions from supervisors
- Interact effectively and cooperatively with those contacted in the course of work
- Understand and follow work rules
- Accept constructive criticism
- Work in stressful situations and conditions

EXPERIENCE/EDUCATION:

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:

- Bachelor's degree in Urban Planning, Environmental Design, Architecture or a directly related field;
- Five years of increasingly responsible experience in public administration, planning and community development, including three years of administrative and supervisory responsibility.
- Valid California driver's license with a good driving record at time of appointment.

WORKING CONDITIONS:

Environmental Conditions:

Office environment, exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical conditions necessary for sitting for prolonged periods of time.

INFORMATION AND BENEFITS

MEDICAL REQUIREMENTS: Selected candidates must pass a pre-employment physical exam, a drug screen, and be fingerprinted for a background check. Failure to pass the medical examination or background check may be cause for rejection or removal from the eligibility list.

PROBATIONARY PERIOD: Employment in this classification is "at will".

EMPLOYEE LEAVE: The City offers a generous Vacation and Sick leave program, plus 10 annual holidays and 1 floating holiday. Employees accrue 80 hours per year of sick leave; employees accrue 80 hours of vacation leave for the first five years; after five years, employees accrue 120 hours of vacation leave.

RETIREMENT: The City participates in the Social Security system and all employees are covered by the Public Employees Retirement System (PERS). Employees pay the Member's contribution rate of 6.25% or 7% depending on their prior PERS eligibility. Membership is mandatory. The retirement formula for new employees is 2% at 60, or 2% at 62, depending on prior PERS eligibility, with highest three-year compensation average.

INSURANCE: The City contributes a maximum amount per month towards the cost of medical, dental and vision coverage available to employees and dependents; life insurance is paid by the City.

DEFERRED COMPENSATION PLAN: Available for interested employees, offered through ICMA.

DRUG FREE WORKPLACE: In compliance with the DRUG FREE WORKPLACE ACT OF 1988 it is City policy to maintain a drug free workplace.

APPLICATIONS: A completed City application must be on file in the Human Resources Department to be considered for positions within this classification. The job announcement shall not be interpreted as all inclusive. Completed City applications received by the final filing date will be reviewed and those candidates most qualified will be invited to participate in the selection process which may consist of, but not limited to, application screening in relation to position criteria, written examination, oral board interviews, and finalist interviews. Applications must be thoroughly completed. All information on the application is subject to investigation and verification. Resumes may be attached but will not be accepted in lieu of a city application form. Applications and additional information can be obtained by visiting our website at www.cityofdhs.org, by calling the Human Resources Department (760) 329-6411 x401, or at Desert Hot Springs City Hall, 65-950 Pierson Blvd, Monday - Thursday 7am - 6pm.

BULLETIN PROVISIONS: The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

The City of Desert Hot Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Desert Hot Springs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

EXEMPT

Date Opened: 11/14/2016