

## CITY OF LATHROP

### ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR/PROJECT MANAGER

*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 administrative direction, plans, manages, coordinate, and direct key planning-related or building development projects and strategic issues for the City; to manage compliance with project management policy regarding project approvals, project management planning, change management, control, and closeout procedures; to foster inter-and intra-project working relationships, and to provide highly responsible and complex administrative support.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Assistant Community Development Director/Project Manager** assist the Community Development Director to plan, direct, manage and oversee the activities and operations of the Community Development Department including Planning, Building, and Housing; to coordinate assigned activities with other City departments and outside agencies; and to provide high responsible and complex administrative support to the Community Development Director.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the Community Development Director. Exercises direct and indirect supervision over professional, supervisory, technical, and clerical staff in the Community Development Department.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Assist Community Development Director in managing all Community Development Department services and activities including the Planning, Building, and Housing functions; recommend and administer policies and procedures.
- Manages all Community Development Department services in the absence of the Community Development Director.
- Provides leadership in the approval and implementation of proposed and approved projects based upon defined project management approach; define and communicate the requirements of projects and participants; foster accountability and participation.
- May direct the development, preparation, and maintenance of the department's work plan, project management plans and project plans; prepare and maintain annual work plan for assigned projects; assigned projects and programmatic areas of responsibility, meet with staff to identify and resolve problems.

- Participate in the selection, training, motivation and evaluation of Community Development Department personnel; coordinate staff training; work with employees to correct deficiencies.
- Participate in the development and administration of Community Development Department budget; prepare budget and scheduling estimates on assigned projects; obtain a thorough knowledge and understanding of applicable plans and planning documents; establish appropriate funding mechanisms and fees for applicable capital and/or maintenance projects as may be required by approved plans.
- May provide oversight of environmental documentation preparation, approval, implementation and monitoring, including those documents prepared under CEQA and NEPA.
- Coordinate and oversee cooperative partnerships with outside agencies and oversee required permits and approvals for the City with these agencies.
- Oversee the processing and implementation of all development related proposals, including the processing of Urban Design Concept approvals.
- May coordinate the processing of building permits for development projects, including checking permits against the requirements of approved plans and other City codes; allocate resources, monitor, and evaluate project costs, schedules, and progress; review, analyze, and recommend budget and schedule amendments due to project variances; consult with and solicit support from department heads and other City staff on project related matters; manage and participate in project management planning, project plan, annual work plan, and project summary reports; manage and approve project team mission statement objectives, scope, subtasks, schedule, budget resources, and baseline measures; direct and approve project control including progress reports, schedule, cost forecast, variances, critical path, change management, annual plan review and closeout procedures.
- Provide leadership to ensure project quality assurance standard; consult with City Attorney on projects matters requiring legal review, opinion, and action.
- Represent the city in coordination project activities with external agencies including local, State, Federal, and private entities, and regulatory or citizen boards and commissions.
- Conduct periodic project review meetings with City management; coordinate timely resolution of project related conflicts; act as liaison between private development and their representatives and the City pertaining to the implementation of approved plans and related documents.
- Perform related duties and responsibilities as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and

requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant Community Development Director**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible public sector experience in professional planning and community development, including two years of supervisory or administrative responsibility. Experience in project management is desirable. Obtained equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, architecture, or a related field; or six years or more of upper-level supervisory experience in this field (planning or building) may be substituted for the education.

**License/Certificate:**

Possession of, or the ability to obtain, a valid California Class C driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations; operations characteristics, services and activities of a comprehensive community development program; modern and complex principles and practices of planning administration; advanced principles and practices of planning administration; principles of supervision, training, and performance evaluation; research methods and sources of information related to urban growth and development; principles and practices of contemporary project management; project life cycle methodologies and project management disciplines including project initiation, planning, control, change management and project closeout; principles and practices of contract administration and evaluation; principles and practices of effective leadership, including techniques of effective interpersonal communications and relations, effective problem solving and decision making techniques, planning and delegating work and techniques of effective negotiation and conflict resolution; social, political, and environmental issues influencing planning.

**Ability to:**

Plan, organize, administer, coordinate, review and evaluate complex and interrelated functions and services; plan, organize, direct and coordinate the work of lower level staff; analyze complex technical and administrative problems, evaluate alternative solutions, and adopt effective courses of action; delegate authority and responsibility; develop and implement goals, objectives, policies, procedures, work standards, and internal controls; select, supervise, train, motivate, and evaluate staff and cross-functional project team members; maintain and exhibit discretion and integrity when handling sensitive information; prepare and present clear and concise written oral reports; negotiate and resolve conflict; represent the City effectively when meeting with others in the performance or required duties and responsibilities; exercise sound independent judgment within established policy guidelines; provide effective leadership, initiative, and

motivation to project staff and cross-functional project team members; use effective communication techniques in accomplishing the goals of the project team; read, understand, and accurately interpret complex rules, regulations, laws, legislation, policy, and guidelines applicable to planning and project management; provide administrative and professional leadership and direction as assigned; identify and respond to community, Planning Commission, and City Council issues, concerns, and needs; operate a motor vehicle safely; operate modern office equipment and computer equipment including use and communication on the Internet; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

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