

CITY OF EMERYVILLE/MESA

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TITLE: DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT
FLSA: EXEMPT
Class Code: 1114

DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

The Deputy Director of Community Development is a key leader in the department who reports directly to the Director and may fill in during their absence. Under general direction, the Deputy Director is tasked with managing, administering, and strategically planning key Department programs and daily administrative duties across divisions. The Deputy Director may oversee specific programs including economic development, labor standards and workforce development, public art, affordable housing and homeless programs, and current and advance planning.

SUPERVISION RECEIVED AND EXERCISED

Exercises supervision over professional, technical and support staff as assigned. Receives general administrative direction from the Community Development Director.

CLASS CHARACTERISTICS

This is a management level classification with responsibility for the administration of complex projects. The duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures of the Community Development Department. This classification is distinguished from the Community Development Director, which is responsible for policy oversight of the Community Development Department.

DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The duties outlined below are illustrative of the type of duties and/or work assigned, which include lower level tasks necessary in delivering responsive customer service.

Key responsibilities of this position include:

- assisting the Director in planning, organizing, establishing priorities, and directing activities of the Department;
- performing and overseeing complex technical and analytical staff functions including economic and fiscal analyses, requests for proposals and negotiating complex development agreements and real estate transactions;
- evaluating and directing process improvements to department-wide policies, procedures and practices;

- assisting the Director in developing the annual budget and maintaining financial accountability for the Department;
- ensuring program compliance with local, State, and Federal regulations and other requirements;
- performing legislative analysis, advocacy, and grant preparation;
- directing use of information systems in meeting departmental needs;
- overseeing updates to ordinances and codes;
- assisting with the activities of the City Council, various commissions and committees, and other meetings as needed, including preparing and presenting reports;
- acting as a liaison with Federal, State, and County officials and agencies, community representatives and members of the planning, development, and building industries;
- attending trainings to stay abreast of industry best practices;
- interacting closely and effectively with all staff, and coordinating across departments;
- recommending appointment of staff, conducting performance evaluations and recommending disciplinary action within the applicable rules, procedures and practices.

QUALIFICATIONS

Knowledge of:

- general planning and development principles and processes including current and advance planning and CEQA,
- economic development strategies and programs,
- labor standards and workforce development,
- brownfields redevelopment,
- affordable housing and homeless policies and programs,
- public art programs,
- budgetary methods, procedures and techniques,
- effective written and verbal communication principles,
- principles and practices of effective employee supervision, including selection, training, work evaluation and discipline,
- computer and software applications,
- financial management and resource allocation,
- English usage, grammar, spelling, vocabulary, and punctuation,
- techniques for providing a high level of customer service,
- effective techniques and methods to promote mentoring and teamwork.

Ability to:

- develop and implement goals, objectives, policies, procedures, work standards and internal controls,
- supervise, train, evaluate, and mentor staff,
- formulate and present policy recommendations,
- oversee and develop planning documents including appropriate conditions of approval,
- organize, manage and implement comprehensive strategic planning,

- communicate clearly and concisely, both orally and in writing,
- analyze real estate development challenges, evaluate alternative solutions and recommend or adapt effective courses of action; exercise sound independent judgment within general policy guidelines,
- apply and analyze applicable Federal, State and local laws, rules and regulations,
- operate modern office equipment and computers to prepare reports, spreadsheets, and databases using general purpose software as well as other specialized software applications and programs,
- organize own work, set priorities, and meet critical time deadlines,
- use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION AND EXPERIENCE

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

Education: A Bachelor's degree in urban, regional or city planning; economic development; housing; or a closely related field from an accredited college or university. A Master's degree is highly desirable and is equivalent to one (1) year of the required experience.

Experience: Five (5) years of progressively responsible full-time professional experience in the field of urban planning, economic development, and/or housing. At least two (2) years of this experience must have been at a managerial level with responsibility for program planning and development, supervision, training and evaluation of staff.

Licenses/Certificates: Possession of a valid California Driver License with a satisfactory driving record or ability to travel to various locations in a timely manner as required in the performance of duties.

SPECIAL REQUIREMENTS

Must be able to attend evening meetings and make site visits, as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours.