

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT**

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by Civil Service Commission: 08/29/2019
Classification Series: Community Development	Approved by City Council: 09/03/2019
FLSA Status: Exempt	Resolution No.: 2019-24

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under the direction of the Director of Community Development, this executive position assists with planning, organizing, and coordinating and directing a comprehensive community development program which includes physical, social, and economic planning of the City’s growth patterns; assist with directing land use, zoning administration, planning department; assists in directing building and safety operations, as well as code enforcement, and historic preservation activities; provides staff support for the City’s Planning and Historic Preservation Commissions; acts as Department Head in the Director’s absence; and does related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. This position assists the department head with the following:*

- Administers the City’s Planning operations;
- Compiles and analyzes basic economic and physical data;
- Analyzes historical and projected trends and developments;
- Administers the development of zoning and land use ordinances;
- Directs the activities of Planning, Building and Safety and Code Enforcement personnel;
- Acts as Director of Community Development in the absence of the Director and when so instructed by the City Manager;
- Recommends the employment of and directs the training and supervision of departmental personnel;
- Makes practical interpretations of development plans and ensures conformance with planning regulations;
- Prepares and submits recommendations to the Planning Commission regarding land use, zoning and development projects;
- Serves as a secretary to the Planning Commission and Historic Preservation Commission;
- Prepares departmental budget and implements the approved budget;
- Assists developers and residents in the development and preparation of development entitlement applications, etc.;
- Prepares staff reports and conducts special studies of a highly technical nature;
- Administers the retention and maintenance of department files;
- Establishes and interprets departmental policies as consistent with City policies;
- Represents the City at meetings and conferences related to community development;
- Prepares drafts of resolutions and ordinance related to departmental operations;
- Conducts public information programs related to the planning process and community goals;

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- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner; and
- Performs other related duties as assigned or as situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- The formulation and administration of the Community Development programs;
- Thorough knowledge of the theory, principles, and practices of governmental planning and zoning economic development;
- Thorough knowledge of laws and ordinances affecting the land use, planning, zoning economic development;
- Methods of research, policy development, statistics and survey analyzes; and
- The principals of local government management and supervision.

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application.

**Ability to:**

- Collect, analyze, and interpret data pertaining to planning and zoning;
- Prepare revised and interpret a sound planning program for the City;
- Prepare clear and precise reports;
- Plan, assign, and direct work of departmental subordinates;
- Formulate and implement a departmental training program;
- Formulate and implement a departmental budget;
- Establish and maintain effective working relationships with other employees, government officials, and the public;
- Handle confidential information with discretion;
- Understand and interpret provisions of the municipal code, Memorandums of Understanding, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees' job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership;

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- Provide work instructions;
- Initiate, recommend and carry out personnel actions, as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts; and
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor’s degree in Urban Planning, Business Administration, or a closely related field from an accredited college or university, a Master’s degree in Public or Business Administration or closely related field is desirable.

**Experience:**

Five (5) years of progressively responsible experience in Community Development, Urban Planning, and/or Economic Development.

**License or Certificate:**

A valid California Class C Driver’s License and a satisfactory driving record.

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.