

CLASS SPECIFICATION



CLASS: Assistant Community Development Services Agency Director
ALLOCATION: Community Development Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: Non-Represented

ESTABLISHED: February 2022

JOB SUMMARY:

Under administrative direction, assists the Community Development Services Agency (CDSA) Director with overall management of the Building Department, Environmental Health Department, and Planning Department; directly manage or oversee the daily activities of economic development, broadband, and long range land use planning programs; act in the capacity of the CDSA Director in his/her absence; and perform related work as assigned.

CLASS CHARACTERISTICS:

This is a single executive management level classification. This position reports directly to the CDSA Director and is responsible for assisting in the day-to-day management and oversight of the various departments within the Agency and may assume the duties and responsibilities of the manager in his or her absence. This class is distinguished from CDSA Director in that the latter has overall management responsibility for all Agency activities and functions and establishes Agency vision, goals, policies, practices, and procedures.

EXAMPLES OF DUTIES:

Essential:

- Assist in the planning, organizing, and directing the work of programs and activities of the various departments within the Agency either directly or through subordinate managers and supervisors; provide direct support of one or more programs, depending on the needs of the Agency.
- Assist the CDSA Director in developing, implementing, and monitoring the Agency strategic plan.
- Assist in the development and implementation of goals, objectives, policies, procedures, and work standards to carry out the functions of the Agency and enhance the efficiency and effectiveness of each department.
- Prepare or direct the preparation of staff reports and exhibits to update the Board of Supervisors, County management and other agencies on the activities of the Agency.
- Assist in the preparation and administration of the multiple budgets within the Agency; control program activities within budgetary limits and guidelines; review program funding, staffing, and operational needs and assist in the development of future programmatic and financial plans.
- Oversee the development and submission of grant applications, the administration of grants, including the timely submission of required program, audit and financial reports.
- Represent the County in meetings with developers, business and property owners, consultants, special districts, municipalities, and associations regarding Agency functions; resolve complex problems within the required codes, regulations, and standards.
- Monitor federal and state regulations and legislative activities pertaining to the responsibilities of the Agency; evaluate their effect upon County activities; recommend and implement changes to policy and procedures as appropriate.
- Ensure all Agency functions comply with applicable federal, state, and local laws and ordinances.
- Conduct or direct the research and preparation of technical and administrative reports and studies; prepare written correspondence as necessary.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and inspects various sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles, practices and procedures related to governmental planning.
- General knowledge of the current developments, principles and methods of Agency programs.

- Management principles and practices, including goal setting, program development, implementation and evaluation, and the supervision of employees.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices and techniques for working effectively with appointed and elected officials of the County and other governmental jurisdictions.
- Principles, practices and funding sources related to the provision of a variety of services to the community.
- Principles, practices and techniques for fiscal management, budget control, cost accounting and public funding.
- Geographic, socio-economic, transportation, political and other elements related to the County service provision process.
- Applicable laws, codes and regulations related to Agency functions.
- Computer applications related to the work.
- Record keeping principles and practices.
- Techniques for making public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.

Skill in:

- Planning, organizing and administering the activities and operations of a multi-disciplinary management team involved in complex and comprehensive programs.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of actions and implementation of recommendations.
- Planning, supervising, reviewing and evaluating the work of staff through subordinate levels of management.
- Providing for the professional development and training of others.
- Ensuring compliance with all State and Federal reporting requirements.
- Training others in policies and procedures related to the work.
- Interpreting, applying and explaining complex codes, ordinances and regulations.
- Preparing and directing the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.
- Using initiative and independent judgment within general policy guidelines.
- Representing the department and the County and coordinating activities with members of other departments, public agencies and private organizations.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective public presentations.

Ability to:

- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Come up with unusual or clever ideas about a given topic or situation, or develop creative ways to solve a problem.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Accept criticism and deal calmly and effectively with high stress situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings or visit various work sites.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office setting.
- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-hours shifts.
- May require occasional field surveying activities that could expose incumbent to inclement weather.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from a four year college or university with major coursework in business or public administration, engineering, planning or a field related to the work and five years of progressively responsible experience in engineering, planning, or a large and complex organization with at least two years in a management capacity.

PREFERRED: In addition to the minimum, possession of an advanced degree in Engineering or Planning and additional progressively responsible supervisory or management. Possession of additional Professional level certificates or licenses related to CDSA functions is desirable.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____