

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Deputy Director of Community Development and Services Agency
ALLOCATION: Community Development and Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management
ESTABLISHED: June 2024

JOB SUMMARY:

Assist the Community Development and Services Agency (CDSA) Director in planning, organizing and administering the work in one or more of the programs and activities of Building, Code Enforcement, Finance and Administration, Planning, Housing, Airport, and Economic Development. Implementation and management of the strategic plan and performance management in a manner that supports CDSA program development and decision-making; act as a liaison with other County departments and agencies that have a regulatory or shared interest in service provision with CDSA; and perform related duties as assigned.

CLASS CHARACTERISTICS:

This is the advanced managerial level in the community development services series and this position reports directly to the CDSA Director or Assistant CDSA Director. This class is distinguished from the Assistant CDSA Director in that the latter has overall management responsibility for the Agency's activities and functions and establishes agency-wide vision, goals, policies, practices and procedures.

EXAMPLES OF DUTIES:

Essential:

- Provide day-to-day supervision over assigned divisions, programs, and special support functions.
- Manage, plan, organize, administer, review and evaluate the activities of assigned CDSA staff and contract staff through subordinate levels of supervision; evaluate program effectiveness and modify accordingly.
- Assist in developing and directing the implementation of goals, objectives, policies, procedures and work standards for assigned functional areas of CDSA; implement policy and procedural changes as required.
- Direct the preparation and administration of multiple budgets for assigned functional areas of CDSA.
- Manage and implement process improvements for assigned functional areas of CDSA including, but not limited to various CDSA technologies, broadband deployment, and the development of ZEV infrastructure.
- Assist in the development of funding sources and oversee the submission of grant applications and the administration of grants, including the timely submission of required program, audit and financial reports.
- Ensure that assigned CDSA functions comply with applicable federal, state and local laws and ordinances.
- Provide for the training and professional development of staff.
- Collaborate and represent the County in meetings with executive management, other governmental agencies, community partners, and private organizations on matters related to CDSA operations.
- Interpret laws and regulations and resolve complex administrative and service provision problems within the required laws, regulations and standards.
- Monitor changes in laws, regulations, programs and techniques in all functional areas; evaluate their effect upon CDSA activities; recommend and implement policy and procedural changes as appropriate.
- Prepare and direct the preparation of a wide variety of analytical and statistical reports on behalf of CDSA for county management, governmental agencies, community partners, and private organizations; make presentations to the County Administrator, CDSA Director, Board of Supervisors and other agencies; represent the County in meetings with individual and groups.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Coordinate assigned CDSA activities with those of other County departments.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings and inspect various sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- General knowledge of the current principles and methods of CDSA programs.
- Principles, practices and procedures related to governmental planning.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles, practices and procedures of management and administration, including goal setting, program development, implementation, performance evaluation and employee supervision.
- Principles and techniques of fiscal management and budgetary control.
- Principles and practices of government budget development and administration, financial forecasting and analysis.
- Principles, practices and funding sources related to the provisions of a variety of services to the community.
- Applicable laws, codes, and regulations related to Agency functions.
- Geographic, socio-economic, transportation, political and other elements related to the County service provision process.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Managing and supervising a large and diverse work force.
- Planning, organizing and administering complex and comprehensive programs.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Overseeing and performing complex problem definition and resolution activities.
- Planning, supervision, reviewing and evaluating the work of staff through subordinate levels of management.
- Providing for the professional development and training of others.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Motivating, developing and directing people as they work; identifying the best people for the job.
- Identifying the development needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Interpreting, applying and explaining complex laws, ordinances, rules and regulations.
- Preparing and directing the preparation of clear and concise staff reports, policies, procedures, correspondence, draft ordinances and other written materials.
- Representing the agency and the County and coordinating activities with members of other departments, public agencies and community partners.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Bringing others together to reconcile differences.
- Making effective public presentations.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Interpret, apply and explain applicable laws, codes and regulations.
- Analyze documents for compliance with Federal, State, County and industry standards.
- Effectively use interpersonal skills in tactful, patient, and courteous manner.

- Take action on controversial issues that may conflict with personal values and interact with others in a non-judgmental manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Work within a team framework, both as a leader and a member.
- Interact with others and demonstrate sensitivity to their needs to establish and maintain a supportive and professional working relationship.
- 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.
- Instill individual accountability and responsibility by immediately responding to behavior.
- Read, understand, interpret, and apply contracts, ordinances, legislation, policies and procedures, directives and manuals.

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.
- Drive a motor vehicle to visit work sites throughout the community and attend meetings.

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

Work Environment:

- Work is performed both in office and in the field at various residential, commercial and public buildings, as well as vacant land.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.
- Exposure to loud noises at industrial sites; potential hazards at various construction sites; hazards of electrical wiring; fumes and odors of gases and exhaust; dust of households, storage spaces; animal and human waste; dissatisfied and potentially hostile individuals.
- May require occasional field surveying activities that could expose incumbents to inclement weather.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- May work extended hours, weekends, holidays, evenings or irregular hours.
- Respond to emergency situations during weekends, holidays and other off-hours shifts.

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 and/or credit check prior to hire.

- Attend meetings outside of normal working hours.
- Respond to emergency situations during weekends, holidays and other off-shift hours.
- DMV printout prior to hire.
- Must file annual 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: Bachelor’s Degree from an accredited college or university with major coursework in business or public administration, engineering, planning, or a field related to the work and five years of management experience in a Community Development and Services Agency or a related field. *Candidates with strong experience who lack the degree are encouraged to apply.*

PREFERRED: In addition to the minimum qualifications, possession of an advanced degree in a related field as previously defined and additional progressively responsible supervisory or management experience in a Community Development Agency or related field. 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.

Community Development & Services
Agency Approval:
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEOC: A
WC: 9410

Established: June 2024