

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**DECEMBER 17, 2019 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	RITA RAMIREZ ASST CITY ADMINISTRATOR/ COMMUNITY RELATIONS DIRECTOR

**SYNOPSIS**

A job description for the new position of Deputy Community Development Director has been prepared.

**FISCAL IMPACT**

The current Senior Planner position would be reclassified to the position of Deputy Community Development Director. The FY20 budget contains funding for all personnel costs in the Community Development Department and is adequate to incorporate this change.

**RECOMMENDATION**

Approval

**BACKGROUND**

For the past several years, the Community Development Department has taken on the significant challenges of a growing community. The ability of the department to rise to these challenges represents an evolution in the level of expertise and leadership required for success. The job description for the Deputy Community Development Director reflects this evolution.

Additionally, due to the critical role the Community Development Department plays in the City, it is important to prepare for the future and ensure continuity of knowledge and experience. Creating this position is intended to recognize and plan for leadership succession within the department.

Our Senior Planner position has had duties and responsibilities associated with it that would typically be assigned to a higher level position such as a deputy or assistant director. This change will officially recognize the role this position is playing within the organization and the importance thereof. It should also be noted that Community Development is the only department in the City that currently does not have an assistant or deputy director position.

If the new position is approved, the current Senior Planner will be promoted to this position and that position will not be filled at this time. The Deputy Director will continue to perform high level planning duties and the Assistant Planner position will be utilized as well.

The Deputy Director position is being proposed at a salary range of 195. This range is comparable to Assistant and Deputy Community Development Director positions in several similar sized communities that we surveyed.

## POSITION DESCRIPTION CITY OF LA VISTA

**Position Title:** Deputy Community Development Director  
**Position Reports to:** Community Development Director  
**Position Supervises:** Assistant City Planner

### Description

The Deputy Community Development Director assists the Community Development Director with the leadership and management of the department including programs, goals, budgeting and personnel. This position oversees the Planning Division directly, and performs a wide variety of professional planning, zoning and land use related functions. The Deputy Director acts on behalf of or in lieu of the Director and the City at select management, community and regional meetings dealing with community development activities, and operates as the Department Director in his or her absence.

### Essential Functions

1. Assists in the development and implementation of goals, objectives, policies, procedures, priorities and budgets to assure the efficient and effective operation of the Planning Division and the Community Development Department.
2. Advise the Community Development Director on all planning-related matters.
3. Provide overall management of current planning division-related issues.
4. Prepare reports on department operations and activities and recommend improvements and modifications.
5. Serve as acting Community Development Director in his or her absence.
6. Implement and manage automated project tracking systems, geographic information systems, and other systems and processes to improve departmental effectiveness.
7. Review comprehensive plan amendments, regulation amendments, re-zonings, annexations, site plans, and plats and manage the implementation procedures.
8. Represent the City within regional organizations in program areas including transportation, natural/water resources planning, community development, hazard mitigation, regional planning, and others.
9. Oversee and/or perform research and prepare statistical reports on land use, physical, social & economic issues.
10. Review redevelopment applications, prepare revitalization plans, amendments, and contracts and manage the implementation process.
11. Provide, and assign staff support as necessary for the City Council, La Vista Community Development Agency, Planning Commission and Board of Adjustment; attend meetings as necessary to present staff reports and to answer questions; provide advice, information and suggestions and represent the Community Development Director in his/her absence.
12. Oversee the administration, interpretation, and changes to the zoning ordinances, sign code regulations, and subdivision regulations.
13. Write staff reports on rezoning and conditional use permit requests and proposals; conduct site reviews and evaluations of proposed projects; meet with developers, business owners, sign company officials to ensure compliance with regulations or assign said tasks as necessary.
14. Manage variance and appeal cases to the Board of Adjustment.
15. Administer design guideline regulations; meet with developers to review requirements of design guideline regulations, review building and landscaping design plans for conformance with design guidelines; organize and conduct design guideline review meetings.
16. Review commercial/industrial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements and design guidelines.

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17. As directed, conduct or oversee periodic special studies; coordinate study efforts with outside consultants; provide data, research and special reports upon request from other city departments, research demographic and economic conditions, land use and housing.
18. Hire, provide orientation, train, coach and evaluate the performance of team members. Assign, prioritize and review work. Mentor employees and provide for development and growth.
19. Oversee plan and document reviews by various City departments and external agencies.
20. Communicate and coordinate regularly with appropriate personnel to maximize the effectiveness and efficiency of interdepartmental operations and activities.
21. Meet with representatives, professionals, citizens and organizations to encourage action or resolve problems related to the Department's activities and projects.
22. Provide technical assistance to other departments including supervision of code enforcement issues and GIS management
23. Provide training and direction consistent with the City's commitment to exceptional customer service.
24. Keep abreast of current trends, events and issues concerning planning, land use and development, and inform the Community Development Director of significant matters to ensure proper and effective administration of the department.
25. Monitor and report to the Director on legislative issues impacting the Community Development Department.
26. Perform other duties and responsibilities as directed or as the situation dictates.

**Essential Physical and Environmental Demands (required with or without accommodation)**

The physical demands and work environment characteristics listed below are representative of those that must be performed by an employee to successfully complete the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work indoors and outdoors occasionally during periods of inclement weather including hot, cold or wet or dark environments.
2. Perform work on job sites or in areas that could be dusty, noisy, confined or present routine construction-related hazards.
3. Routinely walk, stand and sit.
4. Occasionally kneel, bend, crouch, reach, stoop or climb.
5. Occasionally lift objects weighing up to 25 pounds.
6. Operate a motor vehicle.
7. Occasionally traverse rough terrain.
8. Constantly view objects close-up or at a distance, perceive depth, perceive color and adjust vision focus.
9. Hear at a level that allows affective verbal communication.

**Education, Training, License, Certification and Experience**

1. Graduation from an accredited college or university with a Bachelor's degree in planning, urban design, geography, architecture, public administration, or a related field. A Master's degree in planning is preferred.
2. A minimum of four (4) years of progressively responsible public planning experience.
3. Four (4) years of supervisory or management experience.
4. Certification by the American Institute of Certified Planners (ACIP) is preferred.
5. Must possess valid driver's license.
6. The City may accept any equivalent combination of education and experience.

**Knowledge, Skills and Abilities**

1. Knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Knowledge of principles and practices of supervision, training, and personnel management.
7. Ability to utilize computers and various software applications in the performance of job duties.
8. Considerable experience with ArcView and the knowledge of the principles of Geographic Information Systems (GIS)
9. Ability to review and make recommendations related to the city's development regulations.
10. Ability to enforce regulations with firmness, tact and impartiality.
11. Ability to manage multiple, high-priority assignments.
12. Ability to manage projects effectively and meet firm deadlines.
13. Ability to utilize independent judgment in the performance of duties.
14. Ability to accurately perform mathematical calculations in the performance of job duties.
15. Ability to apply departmental policies and procedures in the performance of job duties.
16. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
17. Ability to provide effective supervision and staff management.
18. Ability to work independently and effectively, as part of a team and with the public.
19. Ability to relate to the general public in a courteous and tactful manner.
20. Ability to perform job duties efficiently while managing frequent interruptions.
21. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
22. Ability to operate common office equipment and telephones.
23. Ability to communicate effectively both orally and in writing.
24. Ability to protect confidential information.
25. Ability to work a varying schedule, including evenings and weekends.
26. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons
27. Ability to effectively supervise and lead staff in creating a cohesive, motivated workgroup.
22. Ability to maintain regular and dependable attendance on the job.

**Contribution this Position Makes to the City**

The City of La Vista is proud to be a City that is better by design. Many of the City's attributes are directly related to work for which the Community Development Department has been responsible. This leadership position contributes to the City's success by working closely with and providing direction to the Community Development Team, City Administration and other City staff on complex and strategic initiatives dealing with planning, zoning, design, land use and other department operations.

**Disclaimer**

This position description does not constitute an employment agreement between the City and the employee. It is subject to change as the needs of the City and the requirements of the position change over time.

**NOTE: A drug screen will follow all conditional offers of employment.**

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I have read and understand the requirements of this position description.

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Signature

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Date