

CITY OF BURBANK

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Subject to administrative determination of policy, to plan and direct a comprehensive community development program, including current and advance planning, building and license, housing and grants; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs community development activities through appropriate organizational and management practices; plans, recommends, and directs the implementation of policies and strategies for the growth and development of the community; oversees the administration of the housing program, CDBG, and other federal, state, or county grant programs; oversees the City's building and license activities; develops, implements, and monitors departmental goals and objectives; formulates and controls the fiscal and personnel activities relating to planning, building and license, housing and grants administration; participates as a member of the executive management team; supervises, trains, and evaluates employees; attends City Council, and Planning Board meetings; shall perform the duties of the Planning Director as described in the Burbank Municipal Code.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of urban planning, including planning law and state policies regarding planning; principles and practices of building and license and housing and grants programs; the principles of effective management.
- Ability to - coordinate, supervise and evaluate the work of others; analyze administrative problems and develop effective solutions; communicate effectively, both verbally and in writing; establish and maintain effective working relationships with City officials, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to six years of progressively responsible administrative or supervisory management experience in urban planning, or a related field and graduation from an accredited college with a Bachelor's degree in urban planning, public administration, business administration or a related discipline.

License & Certificates: A valid California Class "C" Driver's License or equivalent is required at time of appointment.