

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

To perform a variety of professional and administrative work in the development, coordination and management of county programs, promoting private and public sector relations, and planning for employment generating activities and services that supports and trains job seekers, with specific focus to those who are low-income or disadvantaged to ensure opportunity within Glenn County.

DISTINGUISHING CHARACTERISTICS

The Community Development Director is a single-position classification responsible for coordinating Glenn County's job development and workforce preparedness programs aimed at reducing poverty and promoting wellness and prosperity. The position is situated to respond to multiple County Departments, including but not limited to the Planning & Public Works Agency and Health & Human Services Agency. Incumbent works with significant independence in the development of proposals, coordinating with local government officials, private sector and funding entities and in ensuring compliance with all applicable policies, procedures, and rules and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and policy direction from the Executive Staff in one or more county Departments; directly supervises, professional staff, program staff, clerical support staff and provides oversight for performance of external contactors.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Provides project / program management, ensuring compliance with all applicable policies, procedures, rules and regulations.

Evaluates performance and outcomes of assigned programs and functions and prepares periodic report to stakeholders. Makes recommendations and plans for successful performance and sustainability of this position and responsibilities within Glenn County.

Provides supervision including hiring, evaluation and discipline of assigned employees.

Helps facilitate the development and implementation of relevant county plans.

Implements public relations efforts and targeted marketing, including but not limited to preparing news copy, social media, maintaining contact with the news media, making public and media appearances, etc.

Develops, writes and distributes requests for qualifications / requests for proposals; reviews RFQ/RFPs for project consultants.

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Establishes and maintains cooperative working relationships with county departments, city, state and federal agencies, service providers, industry leaders, job seekers, mandated partners, and others as necessary to ensure successful program administration and operation.

Provides technical assistance to businesses to promote retention/expansion to further business and job development throughout Glenn County.

Conducts research on a variety of topics, labor market training needs, including site availability, market analysis, needs assessment and funding programs, to develop information and referral sources for clients.

Evaluates and maintains resources and materials that are professional and customer friendly available on relevant and effective channels for business and public information.

Responds to business attraction, expansion and retention inquiries; researches and follows through on concerns and issues raised regarding the business climate and business opportunities within Glenn County.

Prepares grant/funding applications and supporting documents; supervises the administration of grants/funding programs.

Provides budget development and all aspects of compliance, management and reporting for assigned grants, programs and contracts.

Receives and responds to inquiries from other county departments, government and community/civic organizations, funding agencies, and the general public.

Performs general administrative work, including but not limited to conducting and attending meetings, preparing agenda items and agenda packets, preparing meeting minutes, responding to correspondence, preparing correspondence and reports, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations. Principles and practices of public administration.

Social determinants of health, and solutions to poverty, equity and family self-sufficiency.

Principles and practices of community and business development.

Principles and practices of program review and management.

Marketing strategies, and media and public relations strategies

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Business letter writing, grant writing and report preparation; English usage, spelling, grammar and punctuation.

Budgeting procedures and techniques.

Principles and practices of financial record keeping and reporting.

Basic computer word processing, spreadsheet and database management skills.
Principles of supervision.

Ability to:

Ability to build and maintain high trust relationship with diverse audiences
Understand and apply and enforce pertinent laws, policies, rules and regulations. Make sound, educated decisions and work independently with little supervision. Supervise and evaluate the work of assigned staff.
Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately as required.

Analyze problems; identify alternative solutions; project consequences of proposed actions, and implement recommendations in support of goals.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven years of increasingly responsible program development and administration experience in a community development, job development and training, poverty programs and initiatives, or planning program, preferably in local government.

OR

Training:

Bachelor's degree from an accredited college or university in business administration, public administration, social science or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	
Bargaining Unit:	10
FLSA Status:	EXEMPT
Workers' Compensation Code:	
Pay Table:	CNTY
Range:	423