

City of South San Francisco
Human Resources Department

Deputy Director of Economic and Community Development
Class Description

Definition

Under direction from the Economic and Community Development Director, uses operational decision making in the direction and coordination of assigned divisions within the Economic and Community Development Department; prepares and presents reports to the Economic and Community Development Director on activities, issues, and needs of assigned divisions; develops and implements policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; provides highly responsible and complex administrative support to the Economic and Community Development Director; serves as the acting Director as assigned; assists in the strategic planning, organization, and high-level management of the Economic and Community Development Department; and does related work as required.

Distinguishing Characteristics

Reporting to the Department Head, the Deputy Director manages, supervises, develops, maintains, directs and coordinates the activities of assigned divisions. This class is distinguished from the next lower-level classifications in that it has responsibility for managing programs and policies encompassing multiple divisions.

Typical and Important Duties

1. Manages the operations of assigned divisions within the Economic and Community Development Department.
2. Assists in the strategic planning, and development of departmental policies, procedures, goals and objectives.
3. Recommends the appointment of personnel; provides or coordinates staff training, conducts performance evaluations, and recommends discipline as necessary.
4. Oversees preparation and management of the budget for assigned divisions; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers approved budgets.
5. Identifies funding sources, applies for state and federal funds, and obtains construction financing for projects; prepares and administers CDBG and Successor Agency funds and budgets; prepares and submits various budgetary documents to funding agencies; manages affordable housing loan portfolio, and portfolio or income restricted units.
6. Coordinates departmental activities with other departments and divisions.
7. Represents the Economic and Community Development Department to other City departments, government agencies, community members, and business representatives.
8. Provides technical assistance and information to a variety of boards, commissions, and committees.
9. Prepares and presents a variety of reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.

10. Represents the City at professional and technical meetings; provides comments and analysis concerning new and revised codes and standards; ensures that best practices are implemented.
11. Coordinates the preparation, training, and implementation of new or revised policies, standards, and regulations.
12. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
13. Performs other related work as required.

Job-related Qualifications

Knowledge of:

- Principles and practices of economic and community development including planning, building, housing and/or economic development.
- Principles and practices of leadership, team building, management, supervision, training, and employee development.
- Principles and practices of budget and financial management.
- Laws and regulations related to development projects, contracts, agreements, plans, specifications, and procedures associated with community development and private development.
- Pertinent local, State and Federal laws, ordinances and rules.
- Projects and contract management and negotiation methodologies.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Ability to:

- Organize, implement and direct the activities of assigned divisions within the Economic and Community Development Department.
- Effectively administer assigned programs within requirements and guidelines established by the City and funding agencies.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Develop and maintain collaborative working relationships with the business community, outside agencies and other City departments.
- Maintain effective liaison with other City departments and other agencies and work successfully with the public and community groups.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively supervise and direct the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned division- and department-level operations.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

Experience and Training

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

Experience:

Five years of progressively more responsible experience in community development, with at least two years in a supervisory capacity.

Training:

A bachelor's degree from an accredited college or university with major coursework in planning, public administration, business administration, construction management, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills:

Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed

materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment:

Mobility to work in a typical office setting with some exposure to the field and outdoors.

Ability to:

Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Additional Information:

- Approved: June 2002
- Revised Date: March 2023
- Former Titles: CDBG Coordinator, Manager of Housing and Community Development
- Abolished: CDBG Coordinator abolished July 1997; Manager of Housing and Community Development abolished June 2002; Manager of Housing and Redevelopment abolished in October 2014; Economic Development and Housing Manager abolished in April 2017.
- Bargaining Unit: Mid-management
- DOT: No
- Status: Classified/exempt
- Job Code: M145