

**RESOLUTION NO. 7686**

**CITY OF SOUTH GATE  
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING  
RESOLUTION NO. 6454 (SALARY RESOLUTION AND CLASSIFICATION PLAN) TO  
UPDATE THE JOB SPECIFICATION FOR DIRECTOR OF COMMUNITY  
DEVELOPMENT**

**WHEREAS**, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

**WHEREAS**, the City desires to update class specifications to reflect current guidelines of the Americans with Disabilities Act; and

**WHEREAS**, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Director of Community Development position attached hereto as Exhibit "A"; and

**WHEREAS**, the City, in consultation with the Human Resources Division and the City Manager, has determined that is proper to make updates to the Director of Community Development position specification;

[Remainder of page left blank intentionally]

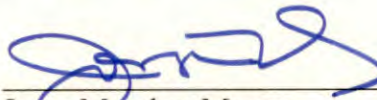
**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:**

**SECTION 1.** The City Council hereby approves and adopts the amended Job Specification for Director of Community Development as attached hereto as Exhibit "A".

**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

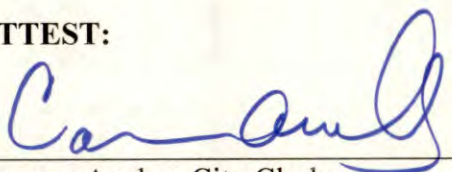
**PASSED, APPROVED and ADOPTED** this 13<sup>th</sup> day of October 2015.

**CITY OF SOUTH GATE:**



\_\_\_\_\_  
Jorge Morales, Mayor

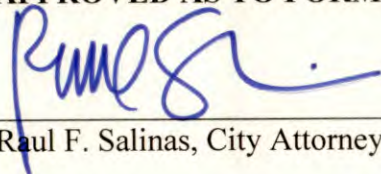
**ATTEST:**



\_\_\_\_\_  
Carmen Avalos, City Clerk

(SEAL)

**APPROVED AS TO FORM:**



\_\_\_\_\_  
Raul F. Salinas, City Attorney



# *City of South Gate*

## CLASS SPECIFICATIONS AND ATTRIBUTES

### DIRECTOR OF COMMUNITY DEVELOPMENT

#### DESCRIPTION

Under the direction of the City Manager, the Director of Community Development plans, organizes and directs the activities of the Community Development Department to design and implement economic development and marketing strategies and programs that will attract, retain and expand the City's commercial, retail and business base, as well as manage and oversee the day-to-day operations of the housing, planning, code enforcement and building & safety activities of the City.

#### CLASS CHARACTERISTICS

The Director of Community Development is responsible for the management and direction of all community development, housing, planning, code enforcement, building & safety activities. The Director of Community Development is a member of the Executive Management Team of the City.

#### SUPERVISION RECEIVED

Works under the general administrative direction and supervision of the City Manager.

#### SUPERVISION EXERCISED

Exercises direct supervision over all divisions of the Community Development Department, including Code Enforcement, Building & Safety, Housing, and Planning.

#### ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Assume full management responsibility for all department services and activities including planning, organizing and directing all internal support functions for all of the divisions within the Community Development department; recommend and implement policies and procedures.

Set goals and objectives consistent with City Council and Successor Agency policies and directives;

Assist new and existing businesses, developers and other public and private entities in the investment in or expansion of operations within the City;

Establish and administer the budget of the Community Development Department;

Prepare action plans and work schedules and ensure their timely implementation;

Direct the agenda and activities of all employees of the Department, including those responsible for City Planning, Code Enforcement, Building & Safety and Housing;

Evaluate or review evaluations of their performance against established goals and objectives; make all decisions regarding their hiring, discharge, discipline, promotion and transfer.



**QUALIFICATIONS**

**Education and Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from an accredited college or university with a Bachelor's degree in public or business administration, urban planning, marketing, economics, or related field and two (2) years of professional management experience in directing economic development programs, preferably with a public or non-profit agency. Five (5) years of progressively responsible experience in directing activities similar to those described above may be substituted for the educational degree requirement.

**Knowledge, Skills, and Abilities**

Knowledge of: the demographics, economic and social concerns of the City, combined with effective management and administrative skills, including budget preparation and expenditure control, are also essential. Fluency in oral and written Spanish, in addition to English, is highly desirable.

Skill and Ability to: be an effective public speaker with the ability to present information to the City Manager, City Council, Successor Agency, commercial retail and business leaders and representatives; possess effective problem solving and reconciliation skills; be able to lead and motivate others, and to set manageable goals and objectives.

**License/Certification/Special Requirements**

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position.

**ADDITIONAL INFORMATION**

**CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:**

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

DIRECTOR OF COMMUNITY DEVELOPMENT

Created, 07/26/76

Revised, 09/09/03

Revised, 09/22/15



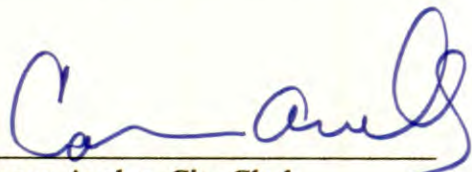
**RESOLUTION CERTIFICATION PAGE**

**STATE OF CALIFORNIA            )**  
**COUNTY OF LOS ANGELES    )     SS**  
**CITY OF SOUTH GATE         )**

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7686 was adopted by the City Council at their Regular Meeting held on October 13, 2015, by the following vote:

Ayes:            Council Members:    Morales, De Witt, Davila, Bernal and Hurtado  
Noes:            Council Members:    None  
Absent:          Council Members:    None  
Abstain:         Council Members:    None

Witness my hand and the seal of said City on October 22, 2015.

  
\_\_\_\_\_  
Carmen Avalos, City Clerk  
City of South Gate, California