



## REPORT TO CITY COUNCIL

**DATE:** OCTOBER 24, 2018  
**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL  
**FROM:** GREG RAMIREZ, CITY MANAGER   
**BY:** NATHAN HAMBURGER, ASSISTANT CITY MANAGER   
**SUBJECT:** APPROVE RESOLUTION NO. 18-1883; ESTABLISHING THE CLASSIFICATION OF COMMUNITY DEVELOPMENT DIRECTOR AND CORRESPONDING SALARY RANGE

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Over the past year, the City Manager, with the assistance of the Human Resources staff, has analyzed the structure of the Planning and Building and Safety departments. The Assistant City Manager has overseen these departments for the past two years and is now needed to adjust work responsibilities back to complete tasks that are more traditionally assigned to this position. Due to this, it will be necessary to reassign these current department oversight duties to a different member of staff.

The request before the City Council is to establish a new classification of Community Development Director and the corresponding salary range. This position will be funded through General Funds and will not require any additional budget appropriations, due to the ability to exchange funds that were already budgeted for a vacant Senior Planning position, as well as other funds allotted for planning consultant services.

This position will oversee the Planning and Building and Safety departments and the day-to-day responsibilities, including, but not limited to; short-and long-range planning, code enforcement, budgetary responsibilities, inspection services, plan check, processing of development applications and various housing programs. This position will be part of the City Manager's executive management team and work directly with other department heads on a variety of the City projects and programs. This position will receive benefits in accordance with the existing personnel rules relating to management employees and will be an exempt status classification as it meets the California Department of Industrial Relations test for exempt status for full-time employees.

The City Manager will be working with a recruiting firm to fill this position, with an anticipated start date in early 2019.

## **RECOMMENDATION**

It is recommended the City Council approve resolution No. 18-1883, establishing the classification of Community Development Director and setting the salary range and benefits.

Attachment: Resolution 18-1883

**RESOLUTION NO. 18-1883**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AGOURA HILLS, CALIFORNIA, ESTABLISHING THE CLASSIFICATION OF COMMUNITY DEVELOPMENT DIRECTOR AND SETTING THE SALARY RANGE AND BENEFITS**

**THE CITY COUNCIL OF THE CITY OF AGOURA HILLS HEREBY FINDS, RESOLVES, AND ORDERS AS FOLLOWS:**

**SECTION 1.** The classification of Community Development Director is hereby established with the job classification duties adopted herein, attached as "Exhibit A."

**SECTION 2.** The Community Development Director classification salary range is set at range 75 under the approved employee salary schedule and is eligible for benefits provided under the City's Personnel Rules for Management employees.

**PASSED, APPROVED, AND ADOPTED** this 24<sup>th</sup> day of October 2018, by the following vote to wit:

AYES:        ()  
NOES:        ()  
ABSENT:     ()  
ABSTAIN:    ()

\_\_\_\_\_  
William D. Koehler, Mayor

ATTEST:

\_\_\_\_\_  
Kimberly M. Rodrigues, City Clerk

**EXHIBIT "A"**

**COMMUNITY DEVELOPMENT DIRECTOR  
JOB DESCRIPTION**

## **CITY OF AGOURA HILLS**

### **COMMUNITY DEVELOPMENT DIRECTOR**

#### **DEFINITION**

Under general direction of the City Manager, plans, directs and coordinates the activities of the Community Development department, including Planning and Building and Safety; implements policies and establishes procedures relating to planning and code enforcement functions; administers services related to landscape and oak trees, housing program oversight and building inspections services; develops and administers the department budget; establishes and maintains liaison to the public; performs related duties as required.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited, to the following:

1. Develops and implements policies and regulations relating to the use of land in the City of Agoura Hills, including land development, zoning, the general plan, code enforcement, housing and inclusionary housing programs and various specific plans; ensures that policies are administered equitably and effectively.
2. Plans, directs, and coordinates department activities and services; develops procedures to conduct activities; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations; develops comprehensive plans to satisfy future needs for department services.
3. Prepares and administers the budget for the Community Development department, comprised of Planning and Building and Safety divisions.
4. Advises, and otherwise provides assistance to the City Manager, the City Council, the Planning Commission, the Architectural Review board, other citizen committees, other City personnel, and the public regarding department related issues.
5. Conducts or directs the conduct of studies and the preparation of reports regarding the use, development, or redevelopment of land.
6. Administers consultant and contract services; negotiates development agreements; maintains liaison with services providers and ensures adherence to contract provisions.
7. Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and

development; reviews and evaluates employee performance; executes disciplinary action.

8. Represents the City, or delegates such authority, in relation with the community, advisory committees, local, county, state, and federal agencies, other planning and community development departments, and professional organizations.

## QUALIFICATIONS GUIDELINES

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include possession of a four-year college curriculum with major course work in planning, or a related field; and a minimum of five years of progressively responsible experience in current and advance planning; including at least two years in a supervisory or administrative capacity. A master's degree in planning, public administration or a related field is preferred.

### Knowledge, Skills, and Abilities

Extensive knowledge of the principles, practices, and techniques of planning; laws, ordinances, rules and regulations regarding local government operations related to planning, building and safety, and redevelopment functions; principles and practices of supervision. Ability to plan, organize, and coordinate department activities; draft project plans; prepare and analyze requests for proposal; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff.

### Special Requirements

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