



## **DIRECTOR OF COMMUNITY DEVELOPMENT & PUBLIC WORKS**

City of South El Monte

\$145,860.00 - \$199,992.00 Annually

**DEFINITION** Under direction from the City Manager, serves as a member of the City's executive management team; plans, directs, supervises, and coordinates the activities of the Community Development and Public Works Departments, which includes Planning, Building and Safety, Housing, Code Enforcement, Public Safety, Municipal Engineering, Field Services, Facilities, Fleet Management, Capital Improvement, Landscape, and Street Maintenance. He/She will develop and administer the department budget; establishes and maintains liaison to the Planning Commission and other committees as needed, and the general public. **SUPERVISION RECEIVED AND EXERCISED** Supervision is received from the City Manager.

**Knowledge:** Principles and practices of Public Administration, Organization Management; Principles, methods, and procedures of City Planning, municipal public works, designing, maintenance, construction, Streets, Utilities and maintenance programs; Budget Techniques; City Municipal Code, General Plan, Subdivision Map Act; State and Federal regulations and legislation; Principles of urban design, planning and zoning laws, land develop process; Adept regulation research, English Language usage, writing and interpretation skills; Marketing and public Relations, principles, and techniques; Technology systems and relevant software applications; Supervise, evaluate, and direct assigned staff; Initiate, negotiate, and/or review complex development proposals; Adapt in a high-volume, fast-paced working atmosphere with multiple priorities; Develop comprehensive plans to meet future City needs/services; Deal constructively with conflict and develop effective resolutions; and Oversee and coordinate consulting engineers effectively. **Competencies:** Project Management – Ensures clear definition of project goal and criteria for success. Strategic View – Focuses on the future and where current trends will lead. Managing Change – Involves key stakeholder in planning and decision making. Process Improvement – Controlling and Improving processes and workflow. Organizational Design and Structure – Evaluates alternative organizational designs and selects the one best suited to meeting customer needs. Organizational Savvy – Understands the inner workings and interrelationships of the organization. Fiscal Acumen – Spends organizational funds wisely and strategically. Managing Performance – Sets and aligns individual performance goals with the goals of the unit and the overall organization. Empowering Others – Allocates responsibility to others according to their abilities and opportunities for development. Leadership – Creates a positive work environment in which all are motivated to do their best. Handling Conflict – Deals with interpersonally or politically challenging situations calmly and diplomatically, diffusing tension. Influencing – Persuades others to consider and adopt a new position or attitude on a topic. Presentation Skill – Delivers clear, organized, and persuasive messages. Innovation – Readily spots/identifies current opportunities for improvement. Gathering and Analyzing Data – Organizes, codes, aggregates, and disaggregates data for analysis and produces data that can be trusted.

**MINIMUM QUALIFICATIONS:** Experience: Five (5) years increasingly responsible experience in urban planning, Public Administration, Economics, Engineering or closely related field. A Master's Degree in an applicable field is highly desirable. At least three years of increasingly responsible professional experience in the public service sector, and in supervisory management capacity. Demonstrated commitment to collaboration, innovation, open and transparent communication, and fiscal management. Management certifications from accredited universities or institutions in also a plus. Education: Bachelor's degree in land-use planning, urban planning, public administration, or a closely related field. A Master's degree is preferred. Licenses and Certificates: Possession of a valid Class C California State Driver's License at the time of employment and continuously throughout employment.

June 1, 2025 at 11:59 p.m. Apply online at:  
<https://www.governmentjobs.com/careers/cityofsouthelmonte/jobs/4936264/director-community-development-public-works>