



City of Tempe

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR – COMMUNITY ENHANCEMENT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	596	<i>Department:</i>	Community Development
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Community Development Director
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

**** This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

Click [here](#) for more job classification information including current salary range

REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Community Development Director.

Exercises administrative supervision over professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in development project management, code enforcement or other core functions directly related to this position; including three (3) years of administrative or supervisory responsibility.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a degree related to the core functions of the position. A master’s degree is highly preferred.
<i>License / Certification:</i>	Possession of a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To plan, direct and lead the activities and operations of the Community Enhancement division; and to provide highly responsible and complex administrative support to the Community Development Director. This position cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide services to internal and external customers.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Organize, manage and evaluate the activities and staff of the Residential Code Compliance, Commercial Code Compliance, Alley Enforcement, and Crime Prevention staff; select, train, motivate and evaluate personnel; monitor employee performance objectives, provide or coordinate staff training; and work with employees to correct deficiencies.
- Coordinate appropriate duties and functions with the Community Development Director, the Deputy Community Development Director(s), City Attorney and the City Manager's Office.
- Advise, consult and provide information to the City Manager's Office and Community Development Director regarding code enforcement, contract management and public outreach. Stay current on statutes, legislation, case law and other issues that have an effect on enforcement, development and redevelopment.
- Maintain and promote a reputation of excellence and integrity through consistent, honest, value-added services and responsive and proactive communications.
- Analyze, develop and present recommendations related to, code enforcement, contract management; provide technical expertise in the formulation of recommendations on financial and budget planning.
- Prepare and submit reports, correspondence and documents to the Community Development Department Director, the City Manager, and the City Council as well as the appropriate regional, state, and federal government agencies.
- Present reports for City Council consideration while giving thorough background data and facts in an easily understandable fashion for decision makers.
- Confer with and coordinate the work of other departments, engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in a way that creates value for all parties but is always in concert with City Council priorities and the City's vision documents.
- Actively participate in a variety of boards, professional groups, commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings.
- Ensure department, City management and elected officials have relevant, accurate and timely information as well as well-researched and articulated recommendations to make meaningful, fiscally sound administrative and policy decisions in alignment with City Council priorities and the City's vision documents.
- Establish a strong working relationship with the business community and organizations aligned with business growth and development within the City.
- Manage the production of media releases, brochures, pamphlets, reports and other publications to develop and promote public awareness and a positive public image.
- Provide technical assistance and collaborate with other City staff, business owners and developers to promote compliance with city codes, ordinances and regulations.
- Solicit and use meaningful feedback from City staff on policies and procedures to support Community Development. Analyze and resolve operational and procedural problems that impact efficient delivery of value-added services.
- Lead interdisciplinary teams on specific projects related to code enforcement, program

management and contract administration.

- Keep a computerized inventory of City-owned properties; Code Compliance case information; relevant GIS information; and coordinate regularly with the IT Division.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2022

Revise August 2023 (update job duties)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Deputy Community Development Director - Community Enhancement

Job Code: 596

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Computer Software				
Fumes	X			
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

ENDURANCE				
Sit				X
Stationary / Stand			X	
Traverse / Move		X		

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist		X
Crouch / Squat		X
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Neck Range of Motion		X
Climb Stairs / Ladders		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**