



Southern California Division

Community Development Manager Job Description

Reporting Relationship: Director of Community Development
Department: Community Development
Location: Ventura, CA
Approval Date: December 2021
FLSA Status: Exempt

Summary

The Community Development Manager is responsible for managing all aspects of assigned communities from land acquisition to commencement of homebuilding. This includes community design and product development, securing entitlements and construction plan approvals and land development. The Community Development Manager is also responsible for obtaining building permits and coordinating sales disclosures and overseeing the community close out process.

Essential Duties and Responsibilities

Specific responsibilities will vary with designated communities and may include, but are not limited to:

1. Due Diligence
 - a. Project feasibility analysis
 - b. Gather and review information on legal, political and entitlement issues
 - c. Prepare budget for site development, consultants and fees
 - d. Investigate site constraints
 - e. Develop project schedule
2. Planning and Entitlement
 - a. Coordinate and manage consultants as necessary to create the community Site Plan, conceptual landscape and engineering plans, preliminary architecture and the Tentative Tract Map.
 - b. Comply with CEQA requirements
 - c. Obtain necessary Federal and State level approvals. This may include ACOE, FEMA, RWQCB, CDFW and CCC.
 - d. Meet with Agency Staff, Planning Commissioners and Council Members.
 - e. Make formal presentation to public decision-making bodies in order to obtain land use and zoning approvals necessary to entitle the community.
3. Site Design and Plan Processing
 - a. Manage consultants necessary for the development of grading plans, wet and dry utility plans, street improvements, fence and wall plans, landscape plans, stormwater management plans, fire master plans and if necessary, mitigation planting plans, fuel modification plans and recreation amenity plans.
 - b. Review plans for constructability and value engineering purposes.
 - c. Coordinate submittal of plans to applicable agencies, includes response to comments.



- d. Obtain approval of plans and permit issuance.

4. Product Development

- a. Contribute, as a team member, to the development of the architectural product design.
- b. Contract, schedule and coordinate the work of the architectural design professionals, including the architect, structural engineer, post tension slab designer, mechanical, plumbing and electrical engineers.
- c. Obtain and incorporate feedback from Operations, Sales and Marketing, Purchasing and trades.
- d. Process plans with agency, including Master Developer when applicable.
- e. Provide plans and project information to Purchasing Department.
- f. Attend model walks and coordinate changes with the applicable design professionals. Resubmit to the agency as necessary.
- g. Pull all production home building permits on a phase by phase basis.

5. Land Development

- a. Offsite purchasing, includes the creation of bid documents, obtaining qualified bids and awarding the contract. This scope could include public bidding and reimbursement submittals.
- b. Coordination of weekly meeting with Offsite Superintendent
- c. Manage contracts, change orders and invoices
- d. Oversee input in the State Waterboard electronic system, including Notice of Intent, Change of Information, Annual Reports and Notice of Termination for assigned communities.

6. Schedule

- a. Develop, monitor and report on schedules for assigned communities. Provide and manage the schedule for entitlements, plan development and processing and land development.
- b. Provide and monitor schedules for outside consultants.
- c. Report milestone dates for the key elements of the internal management tool.

7. Budget Management and Cash Flow

- a. Prepare, update and manage the development budget for assigned communities. The Community Development budget includes the following items:
 - Forward Planning: Engineering, architecture, environmental and legal.
 - Land Development: Grading, wet and dry utilities, street improvements, landscaping and parks, fences and walls.
 - Permits and Fees: Plan check and inspection fees, impact fees and building permits.
- b. Prepare, update and manage the Community Development cash flow for assigned communities. Includes quarterly updates based on land development schedule assumptions and anticipated homebuilding start dates.

8. Department of Real Estate and HOA

- a. Coordinate with DRE Specialist on the submittal of all Dept. of Real Estate documents. Includes HOA budget preparation and working with the attorney and public agency on drafting and approval of the CC&R's.
- b. Assist HOA Management Company in development of the Architectural Guidelines and Rules & Regulations.



- c. Serve as HOA Board President for assigned communities with the potential to serve on 1-2 other HOA Boards as a Declarant appointed Board Member.
- d. Attend common area HOA turnover walks for assigned community.

9. Interdepartmental Coordination

- a. Land Acquisition: Perform due diligence review in a timely manner.
- b. Operations: Provide current and approved plans to Field Team. Offsite contracts issued on time, includes SWPPP maintenance, finish grading, area drains, walls, fences and gates. Provide building permits prior to trench date. Attend weekly Sales and Construction Meeting.
- c. Purchasing Department: Provide plans for bid purposes and address RFI's submitted during the bid process.
- d. Marketing: Obtain Model and Sales Office CUP, including signage approval when applicable. Attend marketing meetings and review brochures.
- e. Sales: Community Development Manager is responsible for creating the Community Disclosure and any required stand-alone disclosures, including the coordination of Homesite Exhibits for each lot. Prepare community binder of all necessary information.
- f. Design Studio: Electrical diagrams, colors and current architectural plans.
- g. Finance: Quarterly budget and cash flow revisions and provide budget information for start requests.
- h. Customer Service: Assist with homebuyers and HOA issues as needed.

10. Community Close-Out

- a. Oversee bond exoneration work as required by public agencies and/or HOA.
- b. Confirm Notice of Completions were filed
- c. Close all contracts and verify utility refunds.
- d. Verify all common area grant deeds are recorded and utilities are turned over.

Knowledge/Experience

- 1. 3 years minimum experience in Community Development, Entitlement Processing and Land Development
- 2. Undergraduate college degree preferred
- 3. Familiarity with the Homebuilding Industry
- 4. Knowledge of offsite, land development and onsite construction requirements
- 5. Experience in land acquisition due diligence preferred
- 6. Experience in dealing with Agency development requirements
- 7. Understanding of Sales and Marketing, DRE, bond exoneration and purchasing processes
- 8. Knowledge of the agencies in the Inland Empire preferred

Skills/Abilities

- 1. Ability to work, think and make decisions independently
- 2. Preparation of Proforma cost estimates
- 3. Flexibility in dealing with a variety of personalities
- 4. Excellent communication and presentation skills
- 5. Ability to read architectural, engineering and landscape plans
- 6. Contract administration, scheduling, time management and priority setting is a must
- 7. Ability to perform under pressure and to prioritize multiple projects



8. Personal computer experience including the Microsoft Office Suite: Word for Windows, Excel, MS Project, Outlook and Power Point.

Professional Performance Standards

Responsible and accountable for executing the specific responsibilities listed above in complete conformance with goals, expectations and schedule commitments of the Division.

Physical Demand/Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an associate 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 associate is regularly required to talk and hear. The associate frequently is required to walk and sit, and occasionally is required to stand. The associate must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is usually quiet to moderate. HOA Board Meetings and Public Hearings will require attendance in the evening hours.

Professional Development Statement

This position is expected to maintain a program for his/her own professional development and shall do so by creating, maintaining and executing his/her Professional Development Plan per company standards.