



Job Description

Department: Community Development

Classification: Exempt

Job Title: Community Development Director

Reports to: City Administrator

Date last revised: October 2020

GENERAL DESCRIPTION OF DUTIES:

Provides direction, leadership and general oversight to the City's Community Development Department. Plans, organizes, coordinates and directs the development activities of the City to ensure the orderly development, economic health and vitality of the City. Serves as a member of the City's management team. Performs a variety of supervisory, technical and administrative tasks such as planning, budgeting, coordinating and directing the overall operations and activities within the Community Development Department.

ORGANIZATIONAL RELATIONSHIPS:

Reports to City Administrator. Supervises two full-time direct reports and other administrative personnel. Works with other department heads for coordination of various duties and projects.

ESSENTIAL DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

- Assignment, coordination, review, and evaluation of the work of staff.
- Prepares or supervises preparation of agenda items for the City Council, Planning Commission, Historic Preservation Commission, Board of Adjustment, Board of Appeals and any other Commissions or Committees assigned. Acts as staff or assigns staffing for the above bodies.
- Conducts or coordinates special studies relating to planning, zoning and economic development.
- Reviews and recommends changes/additions to City zoning and building ordinances; cooperates with the Planning Commission in writing, revising, and updating the City's Comprehensive Plan, and zoning code amendments; coordinates planning input from other department heads and consultants; and organizes, schedules and participates in Planning Commission, Historic Preservation Commission, Board of Adjustment and Board of Appeals meetings and hearings.

- Reviews quasi-judicial land-use and development applications and recommends disposition to Planning Commission, Historic Preservation Commission, Board of Adjustment, Board of Appeals and City Council.
- Organizes and implements effective procedures for reviewing and processing approved and projected development plans and construction to assure compliance with City building codes and other regulatory requirements.
- Serves as principle representative of the City in coordinating with the county on planning matters. Implements goals, objectives, and policies of the City's adopted plans and provides long-range policy guidance to the City Council by recommending and formulating amendments to the Comprehensive Plan.
- Provides strategic and policy direction to the Department in areas including planning, financial management and policy development and interpretation.
- Communicate with, respond to and resolve complaints, conflicts, concerns and questions from citizens, contractors, customers, developers, business owners and public and private agencies concerning City services, policies and procedures, activities and programs, exchange information to encourage cooperation and efficiency of the development process.
- Plan, organize, coordinate, direct and evaluate all economic development activities within the City, coordinate and encourage the development of strategies that maintain and enhance the long term economic vitality of the City.
- Prepare, present, monitor and control department annual and capital budgets; approve expenditures, present programmatic budget requests, select consultants and contractors as necessary, review work of consultants and authorize payment of services; plan and provide for adequate division staffing, training, supplies and facilities.
- Present proposed program and projects to community groups and public meetings; make presentations to the City Council as necessary; represent the City on committees and boards regarding local and regional issues as required.
- Responsible for supervision of all personnel and administration of all operations and activities of the Community Development Department and coordinates these activities with those of other departments. Handles disciplinary problems, administers the Personnel Manual and conducts periodic performance evaluations of the Community Development Department staff.
- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork. Responsible for staff training within the Community Development Department. Provide creative leadership and vision to the division; analyze situations accurately and adopt effective courses of action.
- Assists in the implementation of City Council Goals and programs.

- Performs other duties as may be assigned by City Administrator.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Principles and practices of urban/rural and regional planning, historic preservation and environmental review
- Knowledge of municipal planning; Federal, state and local laws and other laws pertaining land use planning and development.
- Customer service skills including the ability to provide excellent customer service and resolve/diffuse customer issues and complaints.
- Demonstrate well-developed oral and written communication skills.
- Demonstrated ability to establish effective relationships with other departments as well as with community associations, the business community, civic organizations, regional partners, and various interested groups and individuals.
- Demonstrated ability to elicit cooperation and resolve conflict.
- Ability to operate a personal computer and printer including word processing and spreadsheet software.
- Knowledge of codes, ordinances, and planning regulations and processes.
- Knowledge of AutoCAD and/or GIS or demonstrated aptitude for learning such software.
- Position requires initiative, supervisory skills and independent judgment. Individual must be highly organized, detail-oriented, team player with superior time management skills.
- Excellent verbal and written communication skills with the ability to edit and write a range of materials for a variety of audiences and make clear public presentations on a variety of planning related topics.
- Flexible with the ability to work in a dynamic environment.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in Planning, Geography, Urban Studies, Public Administration or related field. Master's degree in Planning or a related field is preferred.

Five (5) years of experience in Planning or a planning related field, or any combination of education and experience that provides the required knowledge, skills and abilities. Experience should be progressively responsible including project management and supervisory experience.

Previous municipal management experience is preferred. AICP membership preferred.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

The majority of this position's duties are performed in an office environment. Visual and physical ability to work on computers for substantial amounts of time, constant sitting in office chair, standing at customer counter for more than 15 minutes, frequent walking, writing, bending, and reaching; occasional lifting of items weighing 30 pounds and reaching and lifting above the shoulders. Field visits to inspect sites will occur on a regular basis. The job does require walking in the outdoors and on construction sites.