

Community Development Director

DEPT: Community Development	FLSA: Exempt
DIV:	EEOC: Officials/Admin
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **managerial, professional and technical duties** as needed to plan, organize, direct and coordinate the daily operation of the planning and zoning department. Oversees the development and implementation of comprehensive current and long range master planning. This position is designated as at-will.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

May provide general supervision to Planner(s) III, II and I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Directs the Community Development Department; develops, implements, evaluates and revises department policies, practices, priorities, methods and procedures in order to improve efficiency and effectiveness of planning functions; serves as administrative advisor and liaison to city council, planning boards and commissions; receives directives, implements options and strategies; coordinates personnel and resources as needed to accomplish projects and programs.

Prepares meeting agendas; participates in public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.

Prepares and submits department budgets; monitors fiscal activity to assure conformity with established budget constraints.

Exercises supervision over department personnel; delegates staff assignments and monitors work quality; evaluates performance; initiates corrective action as needed; maintains time sheets, Initiates various personnel actions such as recruitment, advancement, discipline and discharge; hires and fires.

Maintains on-going comprehensive planning processes and procedures; identifies alternatives for converting policy ideas into action plans affecting city development, expansion, transportation and related public programs; determines, verifies, and collects required water rights.

Coordinates with city public information officer as needed to answer inquiries and complaints, work with the news media, etc; meets and confers with elected and appointed officials, other government agencies, community and business representatives and the general public on various aspects of planning and zoning administration; issues ordinance interpretations.

Develop, organize and facilitate on-going comprehensive planning processes and procedures; identifies alternatives for converting policy ideas into action plans affecting city development, expansion, transportation and related public programs.

Reviews subdivision & site plans for code compliance; distributes plans to various departments as needed to complete the review process; schedules and conducts Development Review Committee meetings, maintains a record of all DRC reviews and forwards all DRC recommendations to Planning Commission and/or City Council; records plats, deeds, agreements, and ordinances with the county.

Directs or conducts feasibility studies; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, signage, land use, development, annexations, and related departmental areas; coordinates projects with other departments or governmental agencies; conducts public meetings to determine public policy preferences and establish policies and goals; reviews and amends city master plan based upon established goals and policies.

Maintains various computer-aided documents and maps; participates as member of GIS data management team; forwards updates to zoning, utility and annexation maps to GIS Coordinator.

Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies; oversees CDBG funding and administrative processes; oversees business licensing operations.

Meets with public, developers, entrepreneurs, and contractors; discusses planning, zoning, and development issues; interprets information in city ordinances pertaining to department responsibilities; reviews site plans, conditional use permits, re-zoning applications, etc.; distributes plans to various city personnel for review and input.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field;

AND

- B. Eight (8) years of responsible experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Thorough knowledge of legal system and procedures affecting planning, zoning and related operations of the city; principles and practices related to local government planning and zoning, economics, sociology and community organization as applied to urban planning; planning and zoning and subdivision law, theory and application; the relationship between factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills. **Working knowledge of** principles of supervision and work flow management.

Considerable Skill in the art of diplomacy and cooperative problem solving.

Ability to administer a comprehensive work program; interpret codes accurately and effectively; prepare and present budget estimates; enforce regulations with fairness, tact, and impartiality; communicate effectively verbally and in writing; plan and organize comprehensive research studies; prepare and present technical reports; establish and maintain effective relationship with co-workers, other government entities, the public, and elected officials; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must be or become AICP certified.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)

