



Community Development Director

Community Development

CD/1

JOB SUMMARY

This position directs the city's community development activities.

MAJOR DUTIES

- Coordinates, monitors and supervises the activities of the department, including planning, building, code enforcement, and community service program operations.
- Administers the city's zoning ordinance and land development regulations.
- Works closely with property owners and developers on new projects and expansions.
- Serves as the secretary to the Planning Board; prepares reports, presents development applications and makes recommendations.
- Conducts plan reviews and issues development permits.
- Serves as the city's liaison for economic development.
- Prepares and presents planning-related requests to the Mayor and City Council.
- Prepares and monitors the department budget.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of urban planning principles and related laws.
- Knowledge of the development needs of the city.
- Knowledge of zoning principles, laws and regulations.
- Knowledge of building construction standards, methods and codes.
- Knowledge of city codes, policies and procedures.
- Knowledge of federal regulations affecting city business, including ADA regulations.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in coordinating the implementation of public policy.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in preparing and delivering presentations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the zoning ordinance, the code of ordinances, the comprehensive plan, and city personnel policy. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, administrative, and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the city's community development operations. Success in this position contributes to the provision of a well planned, safe and healthy environment for the general public.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, architects, engineers, contractors, developers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Building Inspector (1), Community Development Specialist (1), and Animal Control and Code Enforcement Officer (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.