



## Director of Community Development

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### **DEFINITION**

Under general administrative direction, plan, direct, manage, and oversee the activities and operations of the Community Development Department including mapping, long range planning, strategic planning, current planning, advance planning, contract administration, grant programs, code enforcement, Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, economic development, GIS program, Main Street, Urban Renewal and building and safety programs; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Administrator.

### **SUPERVISION RECEIVED**

Reports to the City Administrator.

### **SUPERVISION EXERCISED**

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assume full management responsibility for all Community Development Department services and activities including mapping, current planning, advance planning, long range planning, strategic planning, contract administration, grant programs, code enforcement, Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, Main Street program, Urban Renewal, economic development, GIS program, code enforcement, and building and safety programs.

Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Community Development Department to other City departments, elected officials, and outside agencies; explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate the Community Development Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Community Development Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Community Development Department activities with those of other departments and outside agencies and organizations.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community Development Department programs, policies, and procedures.

Provide complex technical and administrative support to the City Administrator, City Council, and Planning and Zoning Commission on planning, zoning, subdivision, code enforcement and building inspection programs, grant programs, Main Street program, Urban Renewal, and economic development; direct special projects and research as assigned; develop and review staff reports related to community development issues; present reports to a variety of commissions, committees, boards, and the City Council.

Confer with contractors, engineers, developers, architects, a variety of agencies, and the general public in acquiring information and coordinating planning, zoning, subdivision, building, environmental, code enforcement, economic development, and related matters.

Establish and maintain liaison with various federal, state, and county offices on development matters including environment, general planning development, and Community Development Block Grant programs, long range planning, and economic development.

Direct environmental impact, land use, geo-technical, building department functions, and similar studies; ensure completion of and compliance with such studies.

Design, prepare, and recommend appropriate codes and ordinances relating to Comprehensive Plan, land use, subdivisions, and other community development and economic development matters; administer current ordinances; prepare revisions as needed.

Maintain official maps, records, and files related to planning and community development and economic development matters.

Monitor enforcement and ensure compliance with codes and regulations related to community development matters.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development, engineering, economic development, and building and safety codes.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of urban and city planning.

Operational characteristics, services, and activities of a comprehensive community development program.

Land use laws and planning theory.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Advanced principles and practices related to municipal engineering, planning, grant administration, economic development, code enforcement, building services, and related issues.

Theory, principles, and content of Comprehensive Plan, land use regulations, and related City, county, state, and federal laws and ordinances.

Principles and procedures pertaining to site planning, architectural review, and subdivision design.

Recent developments, research methods, and sources of information related to municipal community development matters and urban economic growth and development.

Techniques used in public relations.

Safe driving principles and practices.

#### **Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

#### **Ability to:**

Provide administrative and professional leadership and direction for the Community Development Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development services.

Develop, recommend, interpret, and apply the City's Comprehensive Plan and Zoning Ordinance.

Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, City Administrator, and City Council issues, concerns, and needs.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Conduct thorough investigations and prepare clear and concise reports.

Develop and administer effective internal control procedures.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Administer contract services.

Negotiate and gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Ten years of progressively responsible planning or community development experience including five years of management and supervisory experience.

#### **Training:**

Bachelor's degree from an accredited college or university with major coursework in urban planning, architecture, engineering, public administration, or a related field. A Master's degree is highly desirable.

#### **License or Certificate:**

Possession of AICP certification is highly desirable.

Possession of ICC certification as a residential and commercial inspector (building, plumbing, and mechanical) is desired.

Possession of ICC certification as a residential and commercial plans examiner (building, plumbing, and mechanical) is desired.

Possession of ICC certification as a building official is desired.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, stoop, crawl, twist, and climb; ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 17, 2004; July 2006; February 2009