



## Community Development Director

ADM/  
Administration

Pay Grade: 26  
Status: Exempt  
Pay Type: Salary

I. Chain of Command/ Reports To: City Manager.

II. Job Summary:

Under general direction, the responsibilities of this position span complex professional planning, development review, zoning administration, enforcement, building permits and special projects. This position is appointed by the City Manager who provides general oversight in terms of general goals and policies. Work includes supervision of professional, technical, and support staff, and management of outside contractors. The Community Development Director shall function with a high degree of independence and utilize sound professional judgement and demonstrate planning and organizational skills to establish and manage priorities, programs, and staff. The Community Development Director shall be committed to the mission, vision, and values of the City and demonstrate ethical conduct, community stewardship, individual initiative, and responsive service. The Community Development Director shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability and responsibility. The Community Development Director should have knowledge of planning, zoning, and land use principles, including the interpretation and implementation of laws, codes, rules, and regulations. In addition, the Director should be skilled in providing positive, solutions-oriented, and effective customer service and promoting a culture of teamwork by treating coworkers, stakeholders, and applicants with respect and dignity and engaging in open dialogue.

III. Essential Duties and Functions:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

- Responsible for all city planning and development services and activities, including land development, comprehensive long and short-term planning, business licensing, historic preservation and recommends and administers planning activities, ordinance development, policies, and procedures.
- Provides information to the public regarding zoning and land use regulations, permitting processes, site requirements, subdivision platting, and other development requirements and processes.
- Explains planning and permitting processes and regulations to citizens, property owners, realtors, consultants, developers, and the general public; this includes zoning changes, plats, site plans, variances, conditional use permits, rezones, annexations and all other planning and

permitting processes.

- Directs and oversees the department's activities.
- Directs and coordinates requests for assistance from other departments, government agencies, and private organizations.
- Directs and oversees the coordination of the department budget.
- Prepares various technical reports and recommendations regarding department matters to the Mayor and Council, Planning Board, City Manager, and other government agencies and stakeholders.
- Acts as City representative on behalf of the Mayor and Council on local, state, and regional matters related to planning, land use, development, and related matters.
- Provides administrative support to the Planning Commission, Historic Preservation Commission, Tree Board, and other special and standing committees of Council related to Planning and Development. This includes coordinating activities to promote the goals of the Comprehensive Plan and formulating additional planning activities.
- Prepares grant applications and various alternate funding mechanisms related to planning, development, and zoning projects.
- Selects, supervises, and evaluates Department personnel; oversees employee relations and grievances and oversees supervisory training and staff development programs.
- Performs and assigns research for new programs or technological improvements in the planning and zoning areas.
- Develops, oversees, and reviews proposed changes to ordinances and policies affecting the Community Development Department and ensures compliance with legal requirements including state, local, and federal regulations and directives.
- Establishes and maintains cooperative working relationships with a variety of citizens, public and private organizations, boards, and commissions at the local and state levels.
- Coordinates fostering of partnerships among public, private, and intergovernmental agencies to ensure the efficient construction and implementation of public agency projects.
- Coordinates development and permitting projects within the City.
- Reviews applications for zoning permits, site plans, subdivision plats, annexations, rezoning, variances, and other development plans, ensuring conformance with City regulations and provides comments and recommendations.
- Prepares staff reports, exhibits, memorandums, and other documentation for planning matters and present findings and recommendations to various boards, commissions, and/or the City Council.
- Conducts research and development planning studies and reports to support updates to local plans, policies, and regulations.
- Prepares studies, designs, reports, and plans as component parts of major planning and development projects, including long-range planning documents, impact fee studies, capital improvement programs, thoroughfare planning, subdivision ordinance revisions, and zoning ordinance amendments.
- Assists with annexation and development agreement procedures and processes, including the enforcement of active development agreements.
- Performs other duties as assigned by the City Manager.

#### IV. Knowledge, Skills, and Ability:

- Advanced knowledge of Land Use and General Planning and Zoning processes; principles and practices of urban planning and development.

- Basic statistics and data gathering methods.
- Basic principles of Geographic Information Systems (GIS) applicable to municipalities.
- Understanding of property boundary descriptions, local zoning and subdivision regulations, and the ability to learn to interpret them.
- Knowledge of research methods and techniques and pertinent federal, state, and local laws, codes, and regulations; and ability to prepare spreadsheets, presentations, reports, and conduct research using appropriate sources.
- Fundamental understanding of laws underlying general plans, zoning, and land divisions; the ability to interpret, administer, and apply state and local policies, procedures, laws, codes, and regulations.
- Understand, interpret, and utilize documents and maps, current literature, information sources, and research techniques in the field of urban planning.
- Communicate clearly, concisely, and effectively, both orally and in writing; the ability to prioritize tasks and work on multiple projects during the same time period.
- Advanced knowledge of grant writing for proposes of funding for planning, development, and infrastructure projects.
- Knowledge of principles and practices of leadership, management, and supervision.
- Advanced knowledge of the development of a master plan for land use, development, and a variety of infrastructure projects.
- Advanced knowledge of the inter-relationships between the planning and the construction of a variety of infrastructure projects.
- General knowledge of civil engineering, design, and construction.
- General knowledge of administration, budgeting, and program management.
- Ability to work with a diverse group of constituencies with the potential for conflicting viewpoints and agendas.

V. Licenses and Certifications Preferred: • Certification or candidate status as a professional community planner (AICP) is highly preferred.

- Valid Driver's License.

VI. Qualifications:

- A Bachelor's Degree in planning, public or business administration, urban policy, civil engineering, or a related field. A Master's Degree in a similar field is preferred.
- Minimum of five years of progressively responsible planning experience, including administration, policy making, and zoning administration responsibilities. Three years of supervisory experience preferred.
- Never convicted of a felony.
- A citizen of the United States or has obtained legal work status.
- Must pass a detailed background investigation.

VII. Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Occasionally lift and/or move up to 10 pounds.

VIII. Working Conditions: This position works in an office environment. While performing essential duties of the job employees work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and work around office equipment. The noise level in the work environment may be moderate to loud.

IX. Substance Abuse Testing: Due to the safety and/or security sensitive nature of this position, individuals shall be subject to pre-employment and random alcohol, drug, and/or controlled substance testing as outlined in both City and department policies and procedures. While actively employed in this position, any positive alcohol, drug, and/or controlled substance testing may result in termination.

X. Supervisory Controls/Responsibility:

Under general supervision of the City Manager, supervises and provides direction and guidance to assigned employees and oversees employees' day to day activities.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. This job description does not constitute a written or implied contract of employment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Signature: \_\_\_\_\_