

DIRECTOR OF COMMUNITY DEVELOPMENT

FLSA STATUS - Exempt

DESCRIPTION OF WORK

The Director of Community Development is an "At Will" employee who is under administrative direction of the City Manager, and performs professional and administrative work in directing and coordinating city-wide and neighborhood planning and programs involving community development, land uses, redevelopment, housing and housing re-development, building code and other code enforcement and related assigned functions and programs; supervises technical and clerical positions. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Director of Community Development is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Develops, coordinates, supervises and administers programs in community development, planning and housing rehabilitation; directs the administration of city-wide building and related code enforcement; meets with Planning Commission and with Appeals Boards; writes new and revisions to various planning ordinances and building codes; develops, recommends and implements goals and objectives; responds to inquiries and complaints and provides information; schedules projects and coordinates progress internally and with other supervisors and departments; develops comprehensive land use plans and programs; compiles and analyzes data on economic, social and physical factors affecting land use; confers with local citizens and specialists; recommends measures affecting land use, utilities, facilities and transportation; reviews and evaluates impact and other reports; directs and coordinates grant proposals; meets with the Planning Commission, Appeals and Contracts Boards; writes new and/or develops revisions to existing policies and codes; recommends to the City Manager and keeps him/her informed; inspects and reviews plans, programs and work in progress and adjusts schedules and targets; appears before public and officials; performs public relations and information activities; maintains liaison with local, state and federal agencies; directs and coordinates grant programs and applications; assists citizen groups; prepares proposals and recommendations for the City Manager; administers contracts for projects and programs; prepares budget recommendations for department and administers the budget; monitors federal and other funds available; recommends application for appropriate grant funds; selects and trains personnel; evaluates performance of employees.

OTHER DUTIES: Performs other duties as requested by the City Manager.

QUALIFICATIONS

Knowledge of community development programs including planning, housing, rehabilitation and code enforcement.

Knowledge of the principles of public information and presentation.

Knowledge of graphics and their presentation.

Ability to administer and supervise community development programs and projects.

Ability to promote community development activities.

Ability to effectively communicate projects and programs to groups and individuals.

Ability to administer and coordinate programs so goals are met.

Ability to maintain liaison and coordination with other departments, agencies and groups effectively.

Ability to propose sound and comprehensive proposals and recommendations for new or revised policies.

Ability to effectively communicate orally and in writing.

Ability to establish and maintain effective working relationships with other professionals, employees, officials, groups, property owners, contractors and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work and to lift and carry up to 10 pounds, occasionally 50 pounds;

Ability to stand, walk, sit, ride, reach, grasp and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment, including a computer and a vehicle;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, codes, reports, data and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a Bachelor Degree in Public or Business Administration, City Planning or a related field plus five years of progressively responsible experience in planning, development or re-development, including two years in a supervisory or administrative capacity.

SPECIAL REQUIREMENTS: Possession of a valid driver's license; certification by the American Institute of Certified Planners is desirable.