



Director Community Development

JOB SUMMARY

This position is responsible for planning, organizing, and directing the development and implementation of a comprehensive community plan through the development and application of land use policy and administration under the supervision of the City Manager.

MAJOR DUTIES

- Oversees and coordinates the building permitting and inspection policies and procedures in conjunction with the designated Building Official.
- Oversees and coordinates the land development permitting, inspection, and approval policies and procedures in conjunction with the Public Works Director and the City Engineer.
- Oversees and coordinates the enforcement of building codes and local zoning and development ordinances in conjunction with the designated Building Official and the City Marshal.
- Attends City Council meetings, Planning and Zoning Commission meetings, Board of Zoning Appeals meetings, and various other city meetings as required.
- Develops departmental budget and monitors department revenue and expenditures.
- Develops and implements departmental policies and procedures.
- Directs and supervises department personnel.
- Provides guidance to departmental staff, assesses and monitor workload, delegates responsibility as appropriate.
- Serves as City Zoning Administrator and zoning enforcement officer.
- Administers city development ordinances including zoning ordinance, sign ordinance, subdivision ordinance, stormwater management ordinance, stream buffer ordinance, flood prevention ordinance, and other local development ordinances as needed.
- Reviews development plans for conformance with zoning and development ordinances.
- Maintains official zoning maps and official boundary for the city.
- Administers annexations to city boundaries, including processing annexation applications.
- Reports annexations to county, state, and federal authorities as required.
- Receives and reviews applications for rezoning, special use permits, and variances.
- Provides recommendations to planning commission and city council regarding applications for rezoning, special use permits, and variances.
- Writes zoning confirmation letters.
- Coordinates development permitting process to receive applications and plan submittals, complete reviews, and respond or issue permits in a timely manner.
- Maintains records of community development and building permits and inspections.
- Meets with developers, contractors, architects, engineers, and/or the public to discuss issues and resolve problems concerning compliance with city policies and regulations.
- Investigates and responds to public complaints regarding developments.
- Utilizes city permitting software and databases, spreadsheets, word processing, or other computer programs as needed.
- Prepares various reports, forms, correspondence, studies, or other documents as needed.
- Attends meetings, serves on committees, and makes presentations as needed.
- Communicates with supervisor, employees, other departments, county/state/federal agencies, contractors, developers, engineers, surveyors, architects, property owners, the public, utility companies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, and/or provide guidance.

- Maintains a comprehensive, current knowledge of applicable laws, regulations, and standards; maintains an awareness of new technologies, methods, materials, practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of community development needs and goals for the city.
- Knowledge of planning and zoning principles, laws, and regulations.
- Knowledge of city ordinances, regulations, specifications, policies, and procedures.
- Knowledge of applicable state and federal laws and codes.
- Knowledge of budget preparation and administration.
- Knowledge of computers and software including spreadsheets and word processing.
- Knowledge of general development processes and procedures.
- Ability to provide leadership.
- Ability to inspect construction sites.
- Ability to read and interpret reports, maps, and construction plans.
- Ability to interpret, apply, and ensure compliance with applicable policies, procedures, laws, and regulations.
- Ability to write reports and correspondences.
- Ability to communicate effectively with developers, contractors, architects, engineers, officials, city personnel, and the general public both orally and in writing.

SUPERVISORY CONTROLS

This position reports directly to the City Manager who assigns work in terms of goals and objectives. Work is reviewed through reports, conferences, and observation of departmental activities.

GUIDELINES

Guidelines include local, state, and federal ordinances, codes, regulations, standards, and policies; and reports issued by professional organizations and regulatory agencies. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY / SCOPE OF WORK

The position consists of varied supervisory, administrative, analytical, and technical duties. The unique nature of each development contributes to the complexity of the position. Frequent changes to regulations also contribute to the complexity of the position.

The purpose of this position is to manage development within the city and ensure compliance with codes and regulations. Successful performance helps ensure orderly development of the city, affects the quality of economic opportunity for city residents, promotes the city, and protects the safety, health and welfare of the general public.

CONTACTS

Contacts are typically with developers, contractors, design professionals, elected officials, city personnel, county and state agencies, and the general public.

Contacts are typically to provide or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The work is typically performed with the employee sitting at a desk with intermittent standing, walking or stooping. The employee must be able to distinguish between shades of color.

The work is performed in an office and occasionally at outdoor sites. The employee is exposed to occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over departmental staff. Also provides general supervision of inspectors and plan reviewers. Position coordinates with other departments and agencies as necessary.

MINIMUM QUALIFICATIONS

- Bachelor's degree in planning, public administration, economic development, or related field with Five (5) years of progressively responsible management experience in Community Development or land planning with direct supervisory experience.
- Possession of a valid driver's license and acceptable motor vehicle record.
- Professional certification with the American Institute of Certified Planners (AICP) is preferred.