JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Community Development Director</th>
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<tbody>
<tr>
<td>Department:</td>
<td>City Manager</td>
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<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>11/2017</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

Under general policy direction from the City Manager, the Community Development Director oversees the Planning & Development and Building Departments. This position coordinates, organizes, directs and integrates the City’s planning and building programs and services; and performs related work as assigned. Extensive leeway is granted for the exercise of independent judgment and initiative.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responsible for the overall management, supervision and operation of the Department of Community Development;
- Serves as the Planning Director for the City;
- Implements and monitors long-term plans, goals and objectives focused on achieving the City’s vision and Council priorities;
- Provides effective, professional leadership, positioning the Department to meet the community’s current and future development needs;
- Provides urban design review and analysis for City projects;
- Develops policies and procedures designed to increase the efficiency and effectiveness of departmental operations and address planning, housing conservation, neighborhood development, and community services;
- Directs the strategic planning, policy development and data collection and reporting activities of the Department of Community Development;
- Develops goals, plans and measurements for the identification and evaluation of City land and economic development needs and monitors and coordinates implementation activities;
- Coordinates the development, presentation, and adoption of the City's Comprehensive Plan;
- Reviews information concerning potential funding sources, determines compatibility of funding source objectives with City needs and goals and directs the City's response to grant applications;
- Coordinates input for neighborhood and community groups on a wide variety of issues;
- Administers federal Block Grant programs;
- Develops and administers the Departmental budget;
- Serves as the liaison to other development-oriented organizations and agencies;
- Conducts timely performance reviews and monitors performance and staffing needs;
- Develops and delivers presentations and attends meetings, conferences and workshops;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Supports continuous process improvement initiatives;
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of various aspects of municipal operations
• Comprehensive knowledge of project management concepts;
• Comprehensive knowledge of municipal budgeting practices and procedures;
• Thorough knowledge of the legislative process involved in local governments;
• Extensive knowledge of public management and current practices in local state and federal government;
• Extensive knowledge of municipal organizations and functions and of the relationships within a municipal government and other levels of government;
• Comprehensive knowledge of politics and protocols of local government;
• Comprehensive knowledge of the basic laws, ordinances and regulations underlying City Government;
• Proven ability to lead people and initiatives to achieve specific goals;
• Proven ability to collaborate and build consensus within various stakeholder groups;
• Ability to develop a team workplace environment to maximize the contributions of all employees and develop the strengths of all team members;
• Ability to effectively delegate and hold people accountable for results;
• Ability to be a strong mediator and facilitator;
• Ability to make effective decisions by thinking conceptually, evaluating complex issues, observing and evaluation trends and drawing logical and realistic conclusions;
• Ability to possess a highly professional approach to problem solving with a strong service ethic;
• Ability to develop and communicate clear goals, ideas, and objectives utilizing effective oral and written presentation skills;
• Ability to quickly learn and implement new skills and knowledge related to best management practices, technology improvements, and organizational improvements;
• Ability to successfully express complex processes and concepts to a variety of audiences using a variety of communication modes;
• Ability to prepare accurate and reliable reports;
• Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
• Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
• Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
• Ingenuity and inventiveness in the performance of assigned tasks.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

• Requires the following with or without reasonable accommodation:
  • Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
  • Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
  • Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;
  • Sufficient personal mobility, which permits the employee to visit various work stations in the City and attend a wide variety of meetings within the City and out of the area.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

• Graduation from an accredited college with a Bachelor’s degree in Planning, Engineering, Public or Business Administration or closely related field. Master’s degree preferable.
• Extensive governmental experience in various aspects of municipal operations, at the department or city manager’s office level; and
• Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

WORKING CONDITIONS
List working conditions for this position:

- Works in an office environment
- Works a standard work week, must attend council work sessions and meetings outside of the standard work week.
- May be required to work some overtime upon demand of workload

**REQUIRED BACKGROUND CHECKS**

List working conditions for this position:

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical