

POSITION DESCRIPTION

Job Title: Director of Community Development/Codes Administrator
Department: Community Development
Date: August 23, 2023

Salary Grade: 18
FLSA: Full-time, exempt

GENERAL PURPOSE

Supervises the activities of the Community Development, Planning, Zoning and Building Inspection Divisions. Provides technical assistance and advice to various City Boards and Commissions. Meets with developers on proposed developments.

SUPERVISION RECEIVED

Works under the weekly supervision of the City Administrator.

SUPERVISION EXERCISED

Directly supervise up to 6 full-time employees and part-time employees in the Planning and Zoning staff and Codes Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises departmental staff, defines organization priorities, and ensures that work loads are carried out and objectives met;
- Prepares and administers the annual budget for the Community Development Department including technical assistance in the development of the long range capital improvement program related to City Hall maintenance;
- Develops, maintains, and updates the comprehensive plan for municipal development involving all elements for the long-range planning program along with implementation.
- Reviews all major development proposals and based on sound planning principles, policies and standards as identified in the City Code and Comprehensive Plan, and may make recommendations for approval, conditional approval, or denial to the Planning & Zoning Commission and City Council.
- Meets with builders, developers, realtors and contractors on economic or community development projects.
- Coordinates the review of all minor development proposals including subdivision improvement agreements, annexation requests, building plans, environmental compliance, and zoning enforcement.
- Serves as facilitator between the building official and architects and contractors in resolving differences in code administration.
- Acts as staff support to City Council, Planning & Zoning Commission and Board of Adjustment and other organizations as needed in establishing community philosophies in planning, zoning, and code enforcement.
- Assists in preparing community and economic development grant applications.
- Coordinates the exchange of information on land-use and planning matters with legal representation and other department directors.
- Provides technical assistance in other community development matters including but not limited to transportation planning, affordable housing, neighborhood and downtown revitalization, fire protection and environmental quality.
- Compile and analyze building and construction data
- Makes presentations to the public and other groups
- Pursues professional development and training for all Staff
- May serve on regional planning boards and commissions
- Perform other duties as assigned

JOB CONTEXT

The Director of Community Development/Codes Administrator works flexible hours year-round and regularly works nights to attend meetings and manage workloads. The Director is on call for emergency situations. 90% of the work for this position is indoors; 10% is outdoors and requires work done in all types of weather conditions. The Director of Community Development is accountable for fiscal, budgetary, safety, and legal issues for which this position is responsible.

There is almost never any exposure to chemical and/or hazardous materials. The stress level associated with this position is average, varying with activities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- a) Graduation from an accredited college or university. A Master’s Degree in Regional Planning, Urban Design, Public Administration, or closely related field is desired but not required.
- b) Minimum of six to eight years related experience in the community development field or other related field with two years supervision/managerial experience.
- c) Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of principles and practices of planning, land-use, zoning and code regulations. Ability to manage projects professionally and in a timely manner. Excellent communication skills and ability to work with the public, developers, contractors, other City staff, elected and appointed officials.

SPECIAL REQUIREMENTS

Valid state driver’s license, IBC Code Certifications, membership in the American Institute of Certified Planners (desired).

TOOLS AND EQUIPMENT USED

Personal computer including word processing, spreadsheet, database, and computer – design software; motor vehicle; telephone, copy and fax machine.

PHYSICAL DEMANDS

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.

Work is performed mostly in office settings. Some outdoor work is required in the review of various land use developments, construction sites, or public work facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, sit, and walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must be able to use a personal computer and use a telephone.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: _____ Revision History: _____