

CITY OF DURANT JOB DESCRIPTION

Title:	Community Development Director	FLSA Status:	Exempt
Department:	Community Development	Pay Grade:	12
Reports to:	Assigned Division Head		

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position is responsible for the administration of building codes, property maintenance codes, and zoning and subdivision regulations. Additionally, the position has overall program administration and coordination for all long-range community planning, zoning and land use, building and construction activities and nuisance control programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

1. Determines strategic direction for department based on understanding of fundamental needs of community.
2. Mentors and coaches' staff to achieve primary job objectives.
3. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
4. Directs the work of and manages the staff of the Community Development Department. Interviews and selects new employees. Provides training and instruction and identifies ongoing training needs. Provides coaching and/or counseling. Assigns tasks, reviews work and prepares performance evaluations. Reviews and approves staff payroll. Coordinate use of time off. Recommends employee transfers, promotions, disciplinary action, and discharge.
5. Serves as a staff liaison to the Planning Commission and Board of Adjustment, other associated public hearings and public events, and the City Council.
6. Manages City planning activities, enforcement of City zoning ordinances and the Comprehensive Plan for the City (including land use plans), creating planning documents, and oversight of other City planning staff.
7. Works with City Engineering staff to coordinate transportation, utility work, and land use planning for development evaluations and future land use maps.
8. Develops, recommends, and manages budgets for the department and special projects.
9. Defines and implements the goals and objectives for department programs.
10. Manages staff services provided to the City Manager and Elected Officials.
11. Communicates with the city's elected and appointed officials; and the elected officials, appointed officials and senior staff of other local governments and taxing bodies.

12. Analyzes and evaluates existing unit objectives, goals, standards, priorities, policy and procedures.
13. Researches, recommends, develops and implements policy and procedures for operational effectiveness. Recommends interdepartmental cooperation on projects.
14. Develops work plans and strategies to meet business needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures and work standards to ensure success. Ensures proper implementation and City conforms to related legislative requirements.
15. Compiles statistics and analyze data to monitor program performance, services, resource availability, and staffing needs.
16. Develops, recommends, and implements annual departmental budget; forecasts necessary funding for staff, equipment, material and supplies. Monitors budget throughout the year.
17. Prepares recommendations for changes to the zoning ordinance, subdivision regulations, appearance code and municipal code.
18. Oversees public hearings scheduling and makes presentations and recommendations.
19. Provides advisory information to professional clients, the media and the general public.
20. Reviews complaints and ordinance violations; consults with the City Attorney to determine actions.
21. Assists with the City's economic development efforts.
22. Other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES

1. Knowledge of principles, practices and theories of urban planning.
2. Knowledge of the principals of land use and development with a focus on economic development, development agreements, land use planning, and economic incentives for development.
3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Knowledge of governmental accounting and budgeting principles and practices.
6. Knowledge of leadership principles and practices, including goal setting and program budget development and implementation.
7. Knowledge of leadership and direction of staff and activities, either directly or through subordinate supervision.
8. Knowledge of methods and techniques of research, statistical analysis and report presentation.
9. Skill in analytics necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies.
10. Skill in interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials and vendors supplying goods or services to the jurisdiction.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.

14. Ability to prepare, recommend and monitor an operating budget, including line item budgeting.
15. Knowledge of administrative policies and procedures of the City.
16. Ability to establish and maintain accurate records of assigned activities and operations.
17. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
20. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
21. Ability to perform mathematical calculations required of this position.
22. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
23. Ability to prepare and maintain accurate and concise records and reports.
24. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
25. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
26. Ability to maintain professionalism at all times.
27. Ability to maintain effective working relationships with individuals within and outside the organization.
28. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of the Open Records Act and other applicable State and Federal statutes and regulations.
29. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to adverse environmental conditions.

- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree in urban/regional planning or related field with ten (10) years' experience in planning or community development.
- Five (5) years' supervisory experience.

OTHER REQUIREMENTS

- Certification through the American Institute of Certified Planners (AICP).

PREFERRED QUALIFICATIONS

- Master's Degree.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.