

Class Specification
Community Development Director

Job Family	Management
Bargaining Unit:	Not applicable
FLSA Status:	Exempt

General Summary

Under general supervision of the City Manager, administers the City's Comprehensive Plan; prepares short-term and long-term recommendations for urban land use that comply with City and State policies, and which implement adopted development goals and visions for the community; manages building, planning and zoning personnel and budget.

Essential Functions

The Community Development Director provides overall management and administration for building, planning, zoning and housing, in coordination with the implementation and coordination of long-range and short-range community development programs and projects, while maintaining compliance with City and State land use policies and regulations. The Community Development Director reviews/evaluates land use development applications, analyzes development trends and conducts special studies and makes recommendations to City management, City Council, the City Planning Commission and the Design Review Board. The Community Development Director oversees and directs the work of consultants and supervises other staff to ensure accuracy and consistency of program or project plans, processes, schedules, record keeping and reporting.

Typical Duties/Examples of Work

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned to a position in this class.

- Administer the implementation of the City's Comprehensive Plan, including ensuring compliance with related City or State zoning codes, policies, or rules and regulations and the processing of land use permit applications.
- Prepare and administer department budget and revenues; monitors expenditures and makes adjustments as appropriate to achieve goals within budget funds and available personnel.
- Review/evaluate site-specific land use proposals to determine compliance; when appropriate propose alternative actions that would better accomplish the City's vision and goals; identify conditions required to meet regulations and provide recommendations.
- Conduct special studies or research and analyze growth management, environmental protections matters and urban development trends, issues and policies and provide short and long-term recommendations.
- Review and provide recommendation for revisions or enhancements to the City's Comprehensive Plan, zoning code, other related codes and/or policies rules and regulations.

- Provide technical and professional staff support to the City Council, commissions, and boards, including preparing briefing materials or reports, providing recommendations or presentations, and maintaining the agendas and minutes of meetings.
- Provide land use and planning assistance to property owners and applicants. Respond to questions regarding the City's Urban Development Plan, program and policies or regulations and serve as the City's representative, including with citizens, community groups, consultants, other jurisdictions and the general public
- Coordinate urban planning goals and policies with other City departments and staff.
- Oversee and provide direction to consultants undertaking design and land use projects including determining scheduling, ensuring standards are met, approving work plans and project changes.
- Take action to achieve compliance with adopted codes, policies, or rules and regulations when violations are reported
- Manage and maintain records, information or documents. Maintain, prepare, and provide any information, reports, or special studies related to urban planning projects, applications or proposals and compliance.
- Enter and manipulate data using computer keyboard and video display terminal; uses typewriter, calculator, telephone, fax, copier and printer.
- Supervise assigned staff; plan, assign, monitor, evaluate, establish and modify work methods and procedures.

Mandatory Qualifications

A Master's degree in urban design, urban planning, public administration or a closely related field and five years progressive experience in addressing growth management or land use, including five years at the policy development level, preferably in a local government environment working with elected policy makers, commissions and boards. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered. Must possess a valid driver's license.

Desirable Qualifications

Experience as a Community Development Director with the same or similar role and level of responsibility. Experience in the application and interpretation of City, State, Federal laws, rules and regulations. Experience in management and administration at a department level. Supervisory experience.

Knowledge Required

- Understanding and working knowledge of operational characteristics, services, and activities of a comprehensive urban planning program.
- Working knowledge and experience with land use, growth management and environmental practices and with related City, State, Federal laws, rules, ordinances, guidelines, or principles.
- Working knowledge and experience with site planning and urban plan design review/evaluation and processing of permits.
- Working knowledge and experience with project management and studies including research methods, statistical analysis, technical report writing, and presentation techniques.
- Working knowledge and experience with providing technical and professional staff support to elected policy makers, commissions, and boards.
- Working knowledge and experience with development and monitoring of budgets and expenditures.

- Working knowledge of office procedures and practices
- Working knowledge and experience in supervision.
- Working knowledge of effective reception and customer service practices.
- English grammar, spelling, and usage.

Skills Required/Ability to:

- Understand, interpret, explain and apply City, State and Federal laws and ensure compliance with the City’s urban planning goals, vision policies and practices, reporting and record keeping.
- Work independently and make sound decisions under general or minimal supervision.
- Manage multiple projects, including coordinating processes and activities with others.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, City management, elected officials, citizens, community groups, external third parties, other jurisdictions and the general public.
- Perform complicated calculations, computation, and analyses.
- Prepare clear, concise, and comprehensive statements, reports, and other various written materials.
- Maintain or ensure the collection, processing, and accountability of applications.
- Develop, manage and monitor budgets and expenditures.
- Select, supervise, train and evaluate staff.
- Plan, assign, coordinate, review and supervise the work of assigned staff.
- Communicate effectively, clearly and concisely, both in writing and orally.
- Exercise professional and responsible judgment and maintain effective working relationships with others.
- Apply effective internal and external customer service skills.
- Use keyboard; utilizing word-processing, spread sheet and database programs or other application software as required for the position.
- Use and operate general office equipment including a calculator, computer, printer, fax, and copier.

Licensing/Special Requirements

Possession of a valid state driver’s license may be required.

Working Conditions

Work in this class is typically performed in an office environment and may occasionally conduct site visits at various locations. Operation of motor vehicle, occasional travel outside of the City and attendance at meetings or activities outside of normal working hours is also required. Office environment typically requires reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions. Also may require periods of sitting with attention at a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files, drinking copious amounts of coffee and accuracy in recording information. Frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

Classification History

Last Revised: October 2003
 Updated: February 2023