

## **Community Development Director**

**Distinguishing Features of the Class:** This is an important administrative position involving the planning, directing and supervision of all aspects of the Community Development Department. Does related work as required.

### **Typical Work Activities:**

Plans the activities and daily operation of the community development department;

Assess the needs of local businesses and facilitates meeting those needs as they relate to community development and initiate planning for future community development programs;

Develop policies, goals, objectives, strategies and programs on area development;

Public Relations Officer for the City;

Recruit new businesses and retain current businesses in the City;

Administer Community Development and Economic Development Loan Funds, coordinate the determination of eligibility of applicants for grant assistance that may be available;

Serve in an advisory capacity to the Mayor and other government officials as it relates to ordinances, planning, community development, zoning, grants and various economic development programs;

Research available grants, complete applications of same that will benefit the city relating to Community Development, Economic Development and administer same through completion;

Serve as secretary to the Zoning Board and Planning Commission which involves research, creation of documents, taking notes, typing, filing minutes and serve in an advisory capacity to same;

Represent the City in discussions with other government agencies, organizations, private agencies such as Chamber of Commerce and the BID as well as individuals as it pertains to community development, economic development, planning, ordinances and related issues;

Work with Code Enforcement Office/Zoning Officer to make periodic ordinance amendments and updates as needed for review and adoption. Periodic updates to the City's Comprehensive Plan for review and adoption;

Facilitates acquisitions and sale of property for community development and economic development projects;

Prepare marketing plans and analysis of the City for the promotion of the City;

Enhance community relations with businesses and other entities within the City;

Prepare and monitor departmental budget;

Other duties as required.

**Full Performance knowledge, skills, abilities and personal characteristics:**

Thorough knowledge of provisions, rules and regulations of various community development programs;

Thorough knowledge of basic principles and techniques associated with community development and planning;

Good knowledge of capital financing and commercial and industrial business practices;

Good knowledge of municipal zoning, planning and related codes;

Ability to negotiate financial components of programs;

Ability to comprehend and follow complex oral and written instructions and regulations;

Ability to communicate effectively by speech and written word;

Ability to prepare complex forms, applications and reports;

Ability to direct the work of others;

Ability to establish and maintain professional relationships with supervisors, co-workers and the general public;

Sound judgement; courtesy, tact, initiative, discretion; physical condition commensurate with demands of the position.

**Minimum Qualifications:**

- 1 . Graduation from a regionally accredited college or university with a bachelor's degree in one of the following: urban or regional planning, development, business, public administration, or
2. Graduation from a regionally accredited college or university with a associates degree in one of the following: urban or regional planning, development, business, public administration, **and** two years' experience in developing and implementation of programs in one of the following areas: community development, economic development, housing, or other grant programs related to community and/or economic development; or
- 3 . Graduation from high school or possession of a high school equivalency diploma **and** four years' experience in developing and implementation of programs in one of the following areas: community development, economic development, housing,

- or other grants programs related to community and/or economic development; or
- 4 . Any equivalent combination of education or experience sufficient to demonstrate the ability to do the work.

Original approved 12/13/1995

City Council approved resolution 3/23/2000

Civil Service Commission approved revision 4/20/2000 Original

Civil Service classification - Non-Competitive

Civil Service Commission reviewed classification and approved classification as Non-Competitive 4/20/2000