



# COMMUNITY DEVELOPMENT DIRECTOR

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Community Development Director	<b>Effective Date:</b>	September 1, 2014
<b>Working Title:</b>	Community Development Director	<b>Type:</b>	Management/Supervisory
<b>Department:</b>	Community Development	<b>Supervisor:</b>	City Manager
<b>FLSA Status:</b>	Exempt	<b>Supervises:</b>	Planners, Building Permit Specialist & Code Compliance Officer

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### CLASSIFICATION SUMMARY

This department director position plans and directs the activities and operations of the Community Development Department, including all aspects of economic development, urban renewal, current, long range and transportation planning, code enforcement, and building permits. This position is very active in the public arena and business community, which requires a high degree of excellence in citizen contact and customer service.

### SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

#### 60% Administration

Plans, manages and organizes staff assignments and work plans. Provides leadership and coaching on projects relating to planning, code enforcement, zoning and building permits to ensure compliance with City ordinances and State laws. Provides supervision to staff including assigning and reviewing work, evaluating performance, administering necessary disciplinary action, interviewing and making recommendations on hiring and termination decisions.

Develops and maintains professional working relationships with local, regional, state and federal agencies, Council, developers, consultants, citizen and volunteer groups, community service organizations and City staff.

Coordinates the Transportation Systems Plan, including liaison to the Salem-Keizer Area Transportation System Technical Advisory Committee, Transportation Forum and other regional coordination committees. Performs land use and transportation planning duties in the planning, development, and implementation of the City Transportation Systems Plan.

Performs planning activities including the implementation of the City's Comprehensive Plan, Development Code, Integrated Land Use Amendments and Map changes, long range planning, urban renewal projects, economic development, grants and other projects in compliance with Oregon Statewide Planning Goals. Coordinates and conducts

reviews of the City's Comprehensive Plan, Transportation System Plan and City ordinances. Coordinates communication with adjacent jurisdictions and affected state and federal agencies relating to land use and transportation projects.

### **30% Research & Presentation**

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Collects, analyzes, and prepares complex data, and expresses technical and complex ideas through excellent oral and written communication skills. Writes and prepares staff reports and findings on complex land use issues and applications.

Makes presentations to Planning Commission, Urban Renewal Board, City Council and other groups.

### **10% Budget & Department Presentation**

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Prepares, reviews, presents and administers the department's and Urban Renewal Agency budgets within budget instructions. Monitors expenditures and takes action as needed, ensures all purchases comply with City regulations, monitors building permit process, and monitors and recommends fee and staffing adjustments as needed to maintain service levels in accordance with revenue projections.

Serves as a member of the department management team representing planning and development programs. Represents the department on interdepartmental projects, issues and initiatives and with Council and other elected officials.

## **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.*

### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as a personal computer and various software programs, motor vehicle, phone, calculator, copy and fax machines, and other related tools and equipment.

### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

### **Work Environment / Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Contact with the news media regarding Community Development matters including sensitive, difficult or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment and/or independent action.

Evening and weekend work may be required.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

Bachelor's degree in planning, urban design, city and regional planning, public administration, or related field and five years of management experience in planning or community development and supervision. Experience working with volunteers, contracts, budgets and Urban Renewal Districts or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

### **Knowledge of:**

- Economic development principles and issues; the laws and regulations governing municipal planning, including land use planning; and the availability of local, state and federal financial assistance programs.
- Budget planning and preparation.
- Management and supervisory principles and practices.

### **Skill & Ability to:**

- Plan, develop and carry out programs essential to the operation of the City.
- Plan, organize and coordinate the activities of a department, including evaluating the work of subordinates.
- Communicate effectively verbally and in writing to a wide range of individuals; speak and present effectively in front of large groups in a clear, concise manner; utilize a consensus building approach to problem solving and constructively reconcile disagreements and conflicts.
- Develop and revise policies, procedures and programs and implement the same.
- Establish and maintain an effective working relationship with individuals, coworkers, other agencies and the public; work with volunteers.
- Attend meetings at various locations during business and non-business hours, including evenings, early mornings and weekends.

### **Licenses, Certifications & Other Requirements**

- Possession of or ability to obtain a valid Oregon drivers' license.
- American Institute of Certified Planners (AICP) Certification desirable.