



CITY OF INVER GROVE HEIGHTS, MINNESOTA



COMMUNITY DEVELOPMENT DIRECTOR

SALARY: \$133,707 TO \$169,892

THE COMMUNITY

Application Deadline: May 2, 2024

Inver Grove Heights (IGH) is home to a mix of established neighborhoods, new suburban development, and unique residential areas. Multiple retail/commercial districts, along with pockets of light and heavy industry, benefit from several regional transportation corridors that travel through IGH, including Highways 52, 55 and Interstate 494. Much of the City's current growth and development is focused within the City's Northwest Area (NWA), where significant topography presents unique challenges for the extension and build-out of infrastructure, the preservation of natural and open spaces, and effective management of stormwater.

The largest private-sector employers in the area include: Fortune 100 company CHS, Inc., Flint Hills Resources, LLC., Gertens Greenhouses & Garden Center, Inc., Republic Services, Inc. (BFI), Travel Tags, Inc., and Wipaire, Inc. Inver Grove Heights is the host community for three permitted landfills: Frattalone's Dawn Way Landfill, Pine Bend Landfill, and SKB Rich Valley Demolition Landfill.

The City is served by three school districts: Inver Grove Heights Schools (District 199), Rosemount-Apple Valley-Eagan Schools (District 196), and West St. Paul-Mendota Heights-Eagan Area Schools (District 197).



THE CITY ORGANIZATION

Inver Grove Heights utilizes a Council-Administrator form of government, with the Mayor elected to a two year term and four Councilmembers elected to staggered four-year terms. The City's approximately 180 full-time employees are organized into seven departments. In addition to the Community Development Department, these include Police, Fire, Public Works, Parks & Recreation, Finance, and Administration. The Planning Commission and Environmental Advisory Commission, along with the Parks & Recreation Advisory Commission, provide an avenue for resident input into the City's priority setting and policy-making process, while the Mayor and Council serve as the Economic Development Authority.



Approximately \$30M City Budget



AAA Bond Rating



THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is composed of 14 staff members working in the areas of planning, building inspections, code enforcement, environmental initiatives and economic development. Non-supervisory positions within the Department are part of the City's AFSCME bargaining group. In 2023, the Building Inspections division issued more than 3,279 permits, with a total valuation of over \$138 million, and conducted over 5,000 inspections. In recent years, the Planning Division has averaged around 56 land-use applications or cases per year.

COMMUNITY DEVELOPMENT DIRECTOR

The Community Development Director is responsible for the overall leadership and management of the department, which includes staff working in the areas of planning, building inspections, code enforcement and environmental initiatives. The position contributes to the overall direction and operation of the City organization as a member of the senior management team and plays a lead role in economic development efforts, along with external consultants and the City Administrator. The position involves significant interaction with elected officials, appointed Commissioners, local businesses, and IGH residents, as well as cross-departmental work with members of the City's six other departments.

Staff in the Community Development Department seeks an engaged and inclusive leader who cultivates a team environment, and someone who has experienced the challenges they face in their daily work. The Department works closely with other City departments and staff on issues related to development of the City, extension of infrastructure, location of parks, inspections, plan review, and code enforcement.

DUTIES AND RESPONSIBILITIES

- Leads and manages the Department including guiding, coaching, and supervising employees, preparing and managing budgets, selecting and overseeing consultants, and establishing and administering departmental policies and procedures.
- Guides the development and implementation of City codes and ordinances, particularly as they relate to zoning, land-use, and community standards. Identifies areas for improvement within the City Code and works to build clarity and consensus so that codes and ordinances align with the community's goals and priorities.
- Meets with developers, landowners, and prospective businesses to understand proposed projects, answer questions, and convey City standards and processes. Ensures clear, timely, and thorough communication and coordination with developers and other stakeholders throughout the development process.
- Seeks out and responds to opportunities for economic development and redevelopment consistent with City Council priorities. Identifies and recommends initiatives, programs, and funding opportunities advantageous to the City.
- Monitors level, flow, and progress of building permit, inspection, and code enforcement activity. Works with the Chief Building Official to resolve issues, anticipate challenges, and align resources with demands.
- Guides staff and consultants regarding the monitoring and regulating of active landfills and related waste industries within the City as well as the selection and implementation of various environmental initiatives.
- Establishes, models, and enforces a high standard of customer service and community outreach.
- Leads process improvement efforts to ensure effective and efficient service delivery.
- Regularly participates in City Council and Planning Commission meetings to present information, receive feedback, and advance projects or initiatives.
- Serves as a positive representative of the City within the community and before various regional and state agencies, local cooperatives, and partner organizations.



DESIRED STRENGTHS & ATTRIBUTES

- A public servant with a genuine respect for the public process and the unique contributions and roles of elected officials, local residents, City staff, consultants, and the private sector.
- A knowledgeable professional with strong land-use planning experience and familiarity with building inspections, code enforcement, and environmental initiatives.
- A team builder and a team player who is eager to engage in collaborative problem solving and process improvement.
- A good listener who builds trust through appropriate transparency, timely information sharing, and consistent follow-through.
- A strategic thinker with excellent interpersonal and problem-solving skills and the ability to take the lead on challenging and controversial issues.
- An innovative cultivator that subscribes to the belief that consumer services such as retail and restaurants are important to the quality of life in IGH.
- A bridge-builder that serves as a translator and connector between the City Council and Department staff, coaching and supporting the team through the process of presenting an effective proposal to the City Council.

MINIMUM QUALIFICATIONS

This position requires a bachelor's degree in Urban Planning, Public Administration, or closely related field, plus eight years of progressively responsible experience in local, regional, or state government including supervisory experience. Past budgetary responsibilities are strongly desired.

COMPENSATION

The full 2024 salary range for this position is \$133,707–\$169,892 with an expected starting salary of up to \$160,873, depending on qualifications and experience. The City offers a comprehensive package of insurance, time-off, and retirement benefits including participation in the Minnesota Public Employees Retirement Association.

Visit <https://daviddrown.hiringplatform.com/208470-inver-grove-heights-community-development-director/856685-application-form/en> and complete the application process by May 2, 2024.

Please direct any questions to Bart Fischer at bart@daviddrown.com or 612-920-3320 x119.