



Position Description

Community & Economic Development Director

DEPARTMENT: Community Development
FLSA CLASS: Exempt
UNION: N/A
REPORTS TO: City Administrator
SUPERVISES: Administrative Assistant/Permit Technician, Assistant Community & Economic Development Director, Building Official, Planning & Zoning/Code Enforcement Coordinator, Water Resources Coordinator

SUMMARY:

Under the general supervision of the City Administrator, the Community & Economic Development Director is responsible for organizing and directing the full range of the City's community development operations as they relate to planning, zoning, and economic development; residential and commercial ordinance administration; property maintenance codes and enforcement; developing and implementing a Lakes Management Plan; and other special plans, projects, and authorities/commissions. This position will also supervise Community Development Department personnel.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended to serve as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plan, organize, direct, participate in, and evaluate the full range of departmental operations, annual work programs, feasibility studies, and strategic plans.
- Provide strategic leadership for the department; develop and maintain its short- and long-range goals.
- Prepare, recommend, and administer the department's annual operating budget.
- Oversee the obtainment and administration of grants.
- Train, motivate, supervise, evaluate, and coach departmental personnel.
- Prepare and deliver agendas, reports, records, and related documents.
- Ensure compliance with all local, state, and federal regulations.
- Oversee the development and implementation of a Lakes Management Plan.
- Review and enforce city ordinances, programs, and policies pertaining to community and economic development activities, recommending updates to the City Administrator and City Council as needed.
- Maintain inventories of local businesses, commercial and industrial vacancies, and economic development data. Develop strategies to decrease vacancies.

- Lead business recruitment, retention, expansion, and marketing initiatives; coordinate redevelopment projects and economic development strategies/programs.
- Oversee development/redevelopment activities, land-use permitting, zoning administration, building code compliance, rental housing registration, and property maintenance standards.
- Serve as primary community and economic development liaison to developers, business owners, housing partners, public agencies, boards, commissions, and community groups.
- Work with the Housing and Redevelopment Authority to further housing goals, policies, and priorities.
- Advise and support the Economic Development Authority, Planning Commission, and Board of Zoning Appeals.
- Attend meetings of the Economic Development Authority, Planning Commission, and City Council as well as various boards, committees, and special groups on an as-needed basis.
- Collaborate and build positive relationships with business owners, contractors, developers, public agencies, and other key stakeholders throughout the community.
- Represent the City at public meetings, conferences, stakeholder events, and regional/state/national community development and economic development organizations.
- Oversee community and economic development marketing strategies/activities, promotional materials, and educational content.
- Respond to complex public inquiries, resolve issues, and ensure high-quality customer service and transparent communication.
- Communicate and coordinate with other City departments as necessary.
- Foster a collaborative, innovative work environment with a strong focus on service delivery and continuous improvement.
- Perform other duties and activities as assigned.

EQUIPMENT USED:

- Computer and its associated hardware and software
- Mobile devices
- Automobile
- Printer, copy machine, fax machine, scanner, telephone, and other standard office equipment

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of community planning and development principles, practices, and processes.
- Knowledge of City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Knowledge of economic development principles.
- Practical knowledge of the Uniform Building Codes, property maintenance codes, and code enforcement techniques.
- Knowledge of excellent customer service protocols and practices.
- Housing policy development experience.
- Ability to organize and manage multiple projects and establish priorities to effectively work under pressure and meet challenging deadlines with minimal supervision.
- Ability to plan, organize, and coordinate various meetings and activities.
- Ability to plan, organize, and coordinate ways to achieve community input.

- Ability to establish and maintain effective working relationships with other employees, the public, boards and commissions, and to work constructively toward resolving community issues with courtesy.
 - Ability to effectively communicate with other employees, contractors, developers, City Council, and the public.
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MINIMUM QUALIFICATIONS:

- Bachelor's degree in community planning, economic development, public administration, business administration, economics, or a related field.
- Five years' progressively responsible experience in planning, economic development, community development, housing, and/or redevelopment, including some supervisory experience.

PREFERRED QUALIFICATIONS:

- American Institute of Certified Planners (AICP) certifications.
 - Certified Economic Developer (CEcD) or Economic Development Finance Professional (EDFP) certifications.
 - Master's degree in community planning, economic development, public administration, business administration, economics, or a related field.
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CONDITIONS OF EMPLOYMENT:

- Possession of a valid Class D Driver's License or the ability to obtain it within 30 days of hire
 - Ability to pass a criminal background check and credit check
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WORK SCHEDULE:

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday – Friday. Additional hours will be required, as this position is responsible for attending City Council meetings and other meetings as necessary.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here 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.

This position requires the employee to work alone, with others, around others, and have contact with the public. This position will work indoors.

Activities that will occur continuously include sitting, verbal communication, hearing, and performing repetitive motions with hands/wrists/fingers.

Activities that will occur frequently include problem solving, conducting written communication, displaying interpersonal skills, and standing.

Activities that will occur occasionally include walking, lifting, carrying, reaching, and hand/eye/foot coordination.

Activities that will occur infrequently include bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting/carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This 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.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date