



CITY OF INVER GROVE HEIGHTS JOB DESCRIPTION

Job Title: Community Development Director

Revision Date: March, 2024

Last Classification Review:

Exempt Status: Exempt

Department: Community Development

Reports To: City Administrator

Job Summary

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. 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.

Supervisory Responsibilities

Direct Supervision: City Planner, Chief Building Official, Code Compliance Coordinator, Community Development Support Specialist

Indirect Supervision: Associate Planner, Combination Inspectors, Assistant to Chief Building Official, Office Support staff

Essential Duties and Responsibilities

Leads and manages the Community Development Department, including guiding, coaching and supervising employees, preparing and managing budgets, selecting and overseeing consultants, and establishing and administering departmental priorities, policies and procedures.

Guides the development and implementation of city codes and ordinances, particularly as it relates 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.

Monitors level, flow and progress of building permit, inspection and code enforcement activity. Works with Chief Building Official to resolve issues, anticipate challenges, and align resources to demands.

Meets with developers, land-owners, and prospective businesses to understand proposed projects, answer questions and convey City standards and processes. Ensures clear, timely and through 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.

Implements and administers financial assistance and/or business subsidy programs; seeks out and administers economic development or redevelopment grants.

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.

Responsible, both directly and indirectly, for selecting, training, coaching and supervising Department personnel. Monitors job performance and conducts annual reviews. Ensures compliance with City personnel policies and standards. Initiates and manages disciplinary actions as necessary.

Establishes, models and enforces a high standard of customer service and community outreach.

Serves as a positive representative of the City within the community and before various regional and state agencies, local cooperatives and partner organizations.

Attends numerous evening meetings, including most meetings of the City Council and Planning Commission and some meetings of the City's Environmental Advisory Commission, as well as project-related open houses, to present information, receive feedback and advance projects or initiatives.

Serves on the City's senior management team; attends weekly senior management staff meetings; provides input and recommendations concerning issues impacting the City as a whole.

Keeps the City Administrator informed of significant issues or challenges impacting areas of responsibility.

Attends relevant seminars and conferences and participates in professional associations to stay up to date in the field of municipal finance.

Performs other related duties as apparent or assigned.

Minimum Qualifications

Requires a Bachelor's Degree in Urban Planning, Public Administration or other closely related field, plus eight years of progressively responsible experience in local, regional or state government; or an equivalent combination of education and experience.

Experience in a supervisory role, and past budgetary responsibilities strongly desired.

Essential Knowledge, Skills and Abilities

- Thorough knowledge of the theory, principles, practices and techniques of community development, including urban planning, building inspection, code enforcement, environmental services, economic development, and related municipal services.
- Ability to understand, interpret, explain and apply local, state and federal laws and regulations governing land use planning and community development.
- Excellent verbal and written communication skills, with the ability to communicate effectively and professionally with a wide variety of audiences.
- Ability to organize information, evaluate complex situations, draw valid conclusions and apply good judgement to a range of issues and interpersonal interactions.
- Ability to draft clear, concise and comprehensive reports, resolutions, ordinances, correspondence and other written materials.
- Strong public speaking skills and the ability to remain calm and professional under pressure.
- Ability to develop and present well-reasoned recommendations.
- Strong customer service and conflict resolution skills.
- Ability to manage multiple tasks or projects at a time, prioritize work, and adapt to changing priorities and situations.
- Ability to establish and maintain effective working relationships with elected and appointed officials, members of the public, and staff, colleagues, and supervisor.
- Ability to lead and manage others, and to establish a positive work environment within the Department.
- Ability to develop and administer division budget, monitor expenditures, and consistently follow related city policies and procedures.
- Ability to effectively operate a computer and other common office equipment, including general business productivity software/applications and specialty applications of the department/City.

Work Environment

This is an administrative and supervisory position. Work is performed under normal office conditions with minimal environmental risks. Interactions with the public and staff may involve handling conflicts, disagreements, and/or disputes.

Physical Job Requirements

Employee is required occasionally walk and stand; and continuously talk, listen and hear, sit, reach with and use hands/fingers dexterously. Exerting up to 10 lbs. pounds of force and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Krisitna Lyndon Wilson

03/20/2024

City Administrator's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The 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.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.