



POSITION DESCRIPTION

Employee name: Vacant		
Job Title: Community Development Director		Department: Community Development
REPORTS TO: City Administrator	SUPERVISES: Planning Supervisor/City Planner, Chief Building Official	FLSA STATUS: Exempt
Bargaining Unit: MNPEA Manager's Association		

POSITION SUMMARY

To assist the City in the development and implementation of a comprehensive community planning and economic development program and manage the activities of the Planning and the Building Inspections Divisions.

JOB DUTIES OR ESSENTIAL FUNCTIONS

- 40% Land use, development, redevelopment and code enforcement
- 20% Plans and organizes activities of Planning and Building Inspections divisions
- 18% Planning Commission staff support; Downtown Parking Commission management, City Council meeting attendance
- 12% Economic Development
- 10% City of Stillwater community liaison with public, contractors, and developers

The essential functions of the position include, but are not limited to the following:

- Manages activities of the Planning and Building Inspections Divisions to ensure that adequate services are being provided to City residents and other parties of interest.
- Establishes policies for Planning and Building Inspections Divisions in order to implement directives from the City Council and the City Administrator.
- Participates with the City Administrator in establishing goals, budget plans and implementation strategies to ensure the desired level of planning, development and economic development activities are being provided.
- Reviews complex land use development plans for consistency with City plans, land use regulations, policies and applicable State and environmental regulations.
- Oversees development and implementation of the City's Comprehensive Land Use Plan and communicates City's vision, goals and policies effectively to developers.
- Oversees implementation of the City's redevelopment projects including both long range planning and daily administration associated with redevelopment activities.
- Oversees staff's support services to Planning Commission.
- Coordinates the redevelopment activities of the City, assuring that projects are developed and implemented consistent with established objectives.
- Coordinates Tax Increment Financing and tax abatement cases.

- Monitors activities of the Metropolitan Council, State agencies and other local and regional governments that may affect local planning authority and decision making and reports such activities to the City Administrator in a timely manner.
- Assists in the development of Developer's Agreements.
- Oversees development and compliance of zoning and land use ordinances.
- Represents the City of Stillwater in a manner which commands respect of the public contractors, developers and others.
- Keeps the City Administrator informed of important developments as deemed necessary.
- Attends senior management meetings and retreats as part of the management team.
- Attends Council meetings, Commission meetings, workshops and strategic planning efforts, etc.
- Performs other duties as assigned or as apparent.

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 to the position.

QUALIFICATIONS

Minimum Qualifications:

Education

- Bachelor's degree in Planning, Geography, Community Development, Economic Development, Public Administration or related field.

Experience

- Five (5) years of progressive experience in Planning, Code Administration, Urban Geography, Community Development, Redevelopment or related field, including some supervisory experience.

A Master's Degree in one of these disciplines, eight years of related experience, and American Institute of Certified Planners (AICP) or Certified Economic Development (CEcD) accreditation would be considered an asset.

Knowledge, Abilities and Skills

- Considerable knowledge of municipal planning practices and principles.
- Practical knowledge of state, federal and regional legislation related to planning and zoning.
- Practical knowledge of TIF and other economic development principles.
- A practical knowledge of Uniform Building Codes and code enforcement techniques.
- Knowledge of budget preparation and administration.
- Knowledge of effective management practices.
- Ability to conduct research.
- Ability to prepare and present comprehensive planning reports in an objective and professional manner.
- Ability to establish and maintain effective working relationships with other City employees, City Council, Boards and Commissions, community agencies and the general public.
- Ability to maintain records, prepare reports and perform various complex administrative duties pertaining to the area of responsibility.

Special Equipment

Community Development Director

- Personal Computer, phone, cell phone, iPad, copier, motor vehicle.

Special Requirements

- Valid driver's license

COMPLEXITY

In addition to work that requires many different processes and methods, work also demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This includes factors inside of the industry.

RESPONSIBILITY

Supervision Needed: This position (a) works with only administrative and policy direction and (b) must make decisions based on broadly stated guidelines that lack specificity or proven validity, e.g., general policy statements, basic laws, or scientific theory. The employee defines objectives, plans work, and develops new method or hypotheses that have led to recognition as a technical authority.

Supervision Given: Coordination of work in diverse functions through subordinate supervisors.

Impact: Work affects the work of other experts, influences important professional or administrative activities of the organization, or impacts the wellbeing of many groups of people.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards: While performing the duties of this job, this position:

Nonstrenuous - Occasionally Climbs a few steps, Balance, Bend/Stoop, Kneel, Crouch, Squat, Crawl, Reach above shoulder level, Sit, Stand, Walk, Finger/Enter data/keystroke, Feel, Talk, or Hear, and/or Exerts up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Surroundings: Low Risk - Exposure to inside environmental conditions where it is adequately lighted, ventilated and heated, and normal precautions must be observed.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

ACKNOWLEDGEMENTS

Community Development Director

I acknowledge approving this job description.

Department Head

Date

Human Resources

Date

I acknowledge reviewing this job description.

Employee

Date