

Community Development Director

Department: Community Development

Supervisor's Title: City Administrator/Clerk

FLSA Status: Exempt

Work Status: Full-time

General Definition of Work:

Performs complex professional work administering, supervising and monitoring community development, parks & recreation and economic development activities, properties and projects, ensuring compliance with applicable rules and regulations, maintaining records and files, preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator/Clerk. Departmental supervision is exercised over all personnel within the department. Work is performed under the general direction of the City Administrator/Clerk.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Essential Functions:

- Performs a variety of supervisory and administrative duties, including establishing and administering policies, procedures, rules, and regulations, standards, and practices for the Department to ensure effective and efficient operations.
- Provides overall administration of the Community Department, planning, organizing, supervising, and training of personnel to ensure effective delivery of department services, supervising and disciplining staff.
- Develops long-term and short-term department goals.
- Assists the City Administrator/Clerk in preparing and is responsible for administering annual Community Development department budget.
- Assists the City Administrator/Clerk and coordinates with the Public Works Director in preparing and administering the annual Parks & Grounds department budget.
- Oversees Community Development support services to the City Council, Planning Commission, Parks & Recreation Commission, Economic Development Authority, other boards, committees and special task forces established by the City Council, including preparation of agendas, minutes, meeting reports, resolutions, and ordinances.
- Oversees planning related activities, including, but not limited to research, preparation of plans and reports, policy and ordinance development, processing of land use applications, negotiation of real estate and development agreements, developing and maintaining information and materials related to land use and planning, develops and administers City's land use control ordinances and comprehensive plan, and responding to information requests, provides information and technical assistance to builders/contractors/developers/businesses/residents concerning city planning procedures, standards, and policies, and ordinance interpretation to ensure compliance with land use regulations and City Code requirements; serves as the Zoning Administrator.
- Oversees economic development related activities, including, but not limited to research, preparation of plans and reports, policy development, processing business subsidy applications, developing and maintaining information and materials related to economic development, business recruitment and retention, and responding to information requests.
- Oversees parks and recreation activities, including but not limited to park and trail system planning, coordination of procurement with Public Works, research, preparation of plans and reports, policy development, developing and maintaining information and materials related to parks and recreation, and responding to information requests.
- Oversees Building Inspection and Code Enforcement Program, including administration of contract for building inspection services and coordination with Police Department and Building Official on enforcement.
- Oversees administration of city GIS system.
- Prepares grant applications and provides grant administration.
- Prepares and reviews operational and administrative reports, including meeting state and federal records and reporting requirements for the department.

- Monitor activities of the Metropolitan Council, state agencies, and other local and regional governments that may affect local planning and building authority and decision-making, and report such activities to the City Administrator/Clerk in a timely manner.
- Coordinates work with, and provides assistance to all other City departments.
- Represents the City at various functions as directed or assigned.
- Supports principals of city's community-oriented government philosophy.
- Responds to variety of problems and emergencies and outside of normal work hours.
- Other duties and responsibilities as may be assigned by the City Administrator/Clerk.

Knowledge, Skills, and Abilities:

- Thorough knowledge of modern principles and practices of community development.
- Thorough knowledge of the principles and practices of public and business administration.
- Ability to comprehend various ordinances, regulations and policies.
- Ability to read and interpret plans, maps and other various documents.
- Ability to work with contracts and negotiate difficult, highly technical, and/or complicated transactions including, but not limited to, real estate and development agreements.
- Ability to communicate complex material clearly, logically, and concisely, both orally and in writing, including public presentations to large and small audiences.
- Proficiency in Geographic Information Systems.
- Ability to establish and maintain effective working relationships with County and State officials, associates and the general public.
- Ability to define problems, collect data, establish and interpret facts to draw valid conclusions
- Ability to manipulate data within complex mathematical or other systems.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights and measures.
- Ability to work effectively in time-sensitive situations to meet deadlines; prioritize and coordinate multiple projects and complex tasks concurrently.
- Ability to administer major work programs and projects.

Education and Experience Requirements:

Bachelor's degree urban planning, public administration or related field with coursework in urban planning. Extensive experience with a minimum of seven years of urban planning and experience in economic development with increasing responsibility or supervisory responsibility, or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work. Master's Degree in a related field, economic development certification, and AICP designation preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking and sitting and occasionally requires standing; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Valid Minnesota Class D Driver's License, or possess/hold an equivalent license by a jurisdiction that MN recognizes and has reciprocity with Minnesota.