

CITY OF RED LODGE

POSITION DESCRIPTION

**POSITION:** Community Development Director

**DEPARTMENT:** Community Development

**ACCOUNTABLE TO:** Mayor

**SUMMARY OF WORK:**

To plan, organize, direct and review the activities and operations of the Community Development Department including planning and community enhancement; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the elected Mayor.

**SUPERVISION RECEIVED:**

Works under the exclusive supervision of the Elected Mayor.

**SUPERVISION EXERCISED:**

Exercises direct supervision over assigned professional, technical and administrative support personnel.

**JOB REQUIREMENTS:**

The incumbent is required to:

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures;
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Mayor and City Council, relevant boards and commissions; and, prepare and present staff reports and other necessary correspondence.
- Assist the Mayor in the development and administration of the departmental work plan; assign work activities, projects and programs; monitor work flow; and, review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the departmental budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; and, monitor and approve expenditures and implement adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; and, maintain discipline and high standards necessary for the efficient and professional operations of the department.

- Provide high level professional planning expertise for the department; ensure compliance with the City's Growth Policy and zoning regulations; manage complex development projects; and, negotiate with developers.
- Oversee, direct, coordinate and ensure legal compliance of code enforcement activities as well as federal, state and local grant programs.
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; and, provide technical assistance as necessary.
- Manage the City Planning Board and Zoning Commission as well as other assigned commissions and boards to ensure compliance with directions from the Mayor and City Council.
- Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Serve as the City's Floodplain Administrator.
- Perform related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

#### Knowledge:

- Principles and practices of city planning and urban development processes, zoning requirements.
- Principles and practices of code enforcement, including development, redevelopment and abatement.
- Modern land use principles, infill development, and other current planning techniques to include GIS software.
- Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration and grant administration.
- Principles of supervision, training and performance evaluation.

#### Abilities:

- Plan, direct and control the administration and operations of the Community Development Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; explain and interpret policy.

- On a continuous basis, sit at desk and in meeting for long periods of time. Intermittently twist to reach equipment surround desk; perform simple grasping and fine manipulation; use telephone and communicate through written means; lift and carry up to 50 pounds.
- Develop and implement department policies and procedures.
- Demonstrate political acumen; deal positively with confrontation and controversial issues; and, facilitate community participatory decision making to resolution.
- Coordinate and oversee planning services, community enhancement, and code enforcement activities to ensure provision of efficient services to the community.
- Ensure compliance with all legal requirements and regulations of local, state, and federal programs and services.
- Oversee processes to obtain funding for state and federal programs through grants and other sources.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Interpret and apply City policies, procedures rules and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Foster an environment that embraces integrity, trust and respect.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a personal computer with proficiency and familiarity.

Experience:

- Five years of increasingly responsible experience in public administration, planning, community development or code enforcement, including four years of administrative and management responsibility.
- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, community development or a related field. A master's degree may be substituted for one year of work experience.

**JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.

- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Evidences productivity and high quality of work.
- Demonstrates compliance with City Policies and Procedures.
- Shows initiative and versatility.
- Demonstrates fiscal accountability.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; criminal background check; job related tests may be required; examination of certificates and licenses issued by the appropriate agency.

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.

Reviewed by \_\_\_\_\_ on \_\_\_\_\_  
 (Employee's signature) (Date)

Approved by: \_\_\_\_\_ on \_\_\_\_\_  
 (Supervisor's signature) (Date)

Approved by: \_\_\_\_\_ on \_\_\_\_\_  
 (Mayor's signature) (Date)