

CITY OF HELENA



Position Title: Community Development Director

Department: City Manager

Division: Administration

FLSA: Exempt

Pay Grade: 145

XX Regular Full-time ___ Regular Part-time ___ Temporary/Seasonal ___ On-Call

Hours worked per week: 40

Daily Shift: Flexible

Work Schedule: ___Su XM XT XW XTh XFr XSat

Incumbent Name: Vacant

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The Community Development Director leads the City of Helena's community development department. The position leads, administers and completes professional work as a member of the leadership team and sets the expectations for staff within the department. The Director assures compliance with applicable laws and achievement of the housing, economic, community development goals of the City of Helena.

Essential Duties:

City Department leader and expert on Helena's economy, growth, and development.

Duty I: Provides Direction and Leadership to the Community Development Department

35 % Time

Essential Tasks:

- ▶ Manages and supervises community and economic development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Makes private and public presentations to supervisors, boards, commissions, civic groups, and the public. Supervises the development and implementation of growth management, land use, economic development, housing and/or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements. Acts as the liaison to the Business Improvement District (BID), Heritage Tourism Council, Tax Increment Financing Advisory Board, , Planning Board, Zoning Commission, Board of Adjustment, Building Board of Appeals, Helena Housing Authority, and the Americans with Disabilities Advisory Board. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Monitors inter-governmental and legislative decisions affecting department operations, confers with the City Manager and takes appropriate action as directed.

Duty II: Administers and Manages City of Helena Land Use, Planning, and Building

35 % Time

Essential Tasks:

- ▶ Oversees the enforcement of a variety of codes, including the officially adopted Building Code, Uniform Plumbing Code, Electrical Code, Energy Code and other building related codes and other local codes such as community decay and zoning, etc, and the issuance of correction notices and citations. Supervises the evaluation of land use proposals for conformity to established plans, codes ordinances and laws. Oversees review and approval of development proposals and associated permits, subdivision proposals and associated plats, within scope of authority and responsibility. Provides professional planning and development advice to supervisor, other Department heads and other officials. Oversees the development and maintenance of a database of information for planning and community development purposes.

Duty III: Administers City of Helena Housing and Community Development Initiatives and Programs

20% Time

Essential Tasks:

- ▶ Oversees all ADA activities within the City not related to employment. Supervises the administration of Community Development Block Grant (CDBG) , (HOME) and other state and Federal grant programs as assigned. Oversees the administration of the Housing Trust fund, Affordable Housing Permit waiver and other related housing activities.

Duty IV: Administers Economic Development Initiatives and Programs

10 % Time

Essential Tasks:

- ▶ Oversees all tax increment financing and redevelopment activities. Oversees the management of the tax abatement program and other related tools. Oversees the administration of the MT Mainstreet program, Big Sky Trust Fund (BSTF), CDBG ED programs and other related economic development activities

Essential Knowledge, Skills and Abilities Related to this Position:

The Director exercises considerable judgement, professionalism in, and provides vision to day-to-day management of staff, application reviews, and community outreach. The Director promotes the City through consistent positive messaging

Knowledge of:

- Zoning laws, subdivision regulations and growth policies and comprehensive plans including their formation, process of adoption, and enforcement.
- Extensive knowledge of planning programs and processes.
- Working knowledge GIS applications.
- Considerable knowledge of HUD Community Development Block Grant, HOME, and other community urban development related programs.
- Analytical techniques, statistics, drafting, and graphics.
- Alternative revenue sources, grant writing, and grant administration.
- Advanced principles and practices of municipal budget preparation and administration.
- Theories, principles, and practices of current and advanced planning, economic development

Skill to:

- Lead and direct a strategy to achieve the goals of the Community.
- Operate: personal computer including email, calendars, spreadsheets; motor vehicle; calculator; phone; and copy machines.

Ability to:

- Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Establish positive and effective working relationships with architects, contractors, developers, owners, supervisors, employees, and the general public.
- Prepare and analyze comprehensive and technical reports and data.
- Provide administrative and professional leadership and direction for the Department.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development services.
- Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Identify and respond to the community, City Manager, all Boards and City Commission issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Research, collect, compile, and analyze information and data.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

- *Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, planning, environmental studies, geography, or a related field.*
- *A Master's degree is desirable.*
- *Minimum four (4) years of responsible planning, redevelopment, economic and/or community*
- *Development experience including at least three years of management and supervisory experience.*
- *Strong working knowledge of Microsoft Office Suite*
- *Other relevant combinations of education and work experience may be evaluated on an individual basis.*
- *Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.*

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and can obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the City Manager

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform

these duties?

YES **or** **NO**

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Updated: 1/4/2022