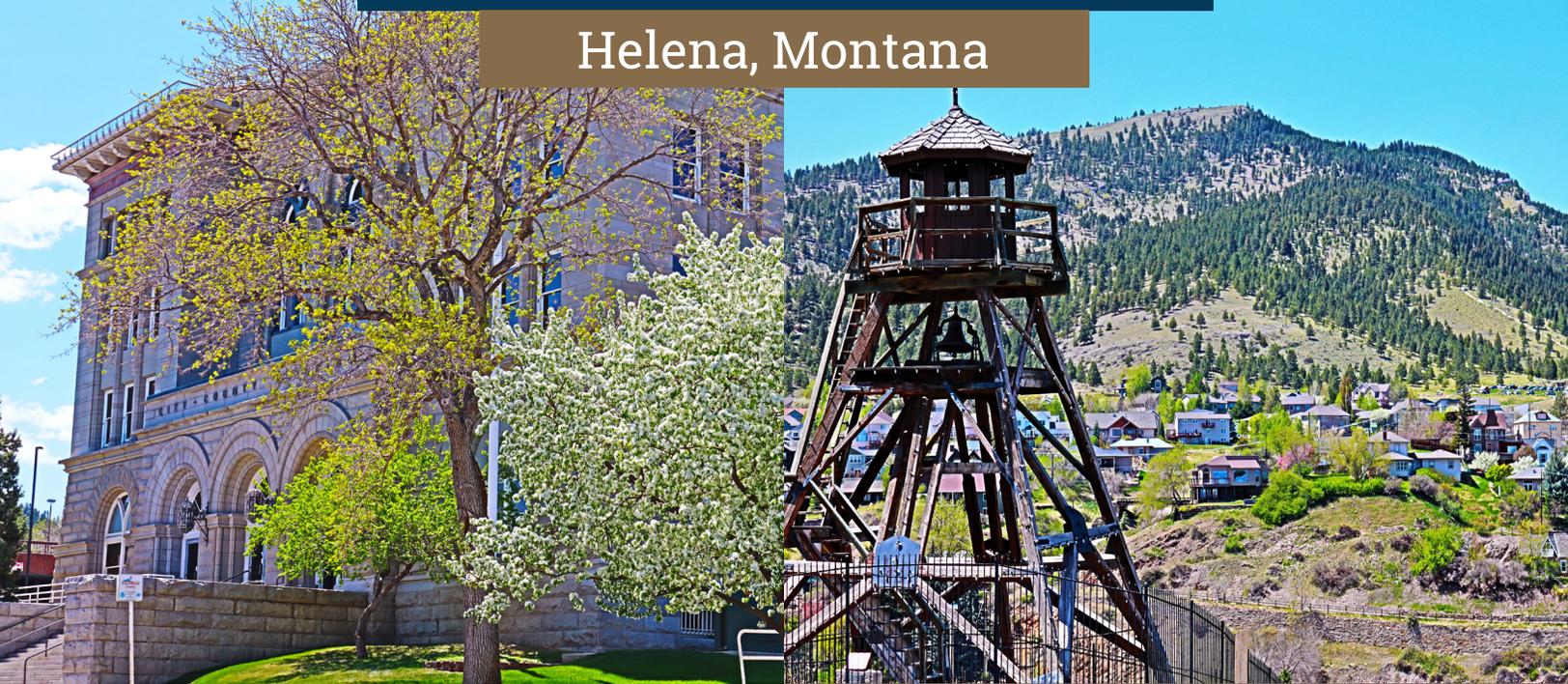




# Community Development Director

Helena, Montana

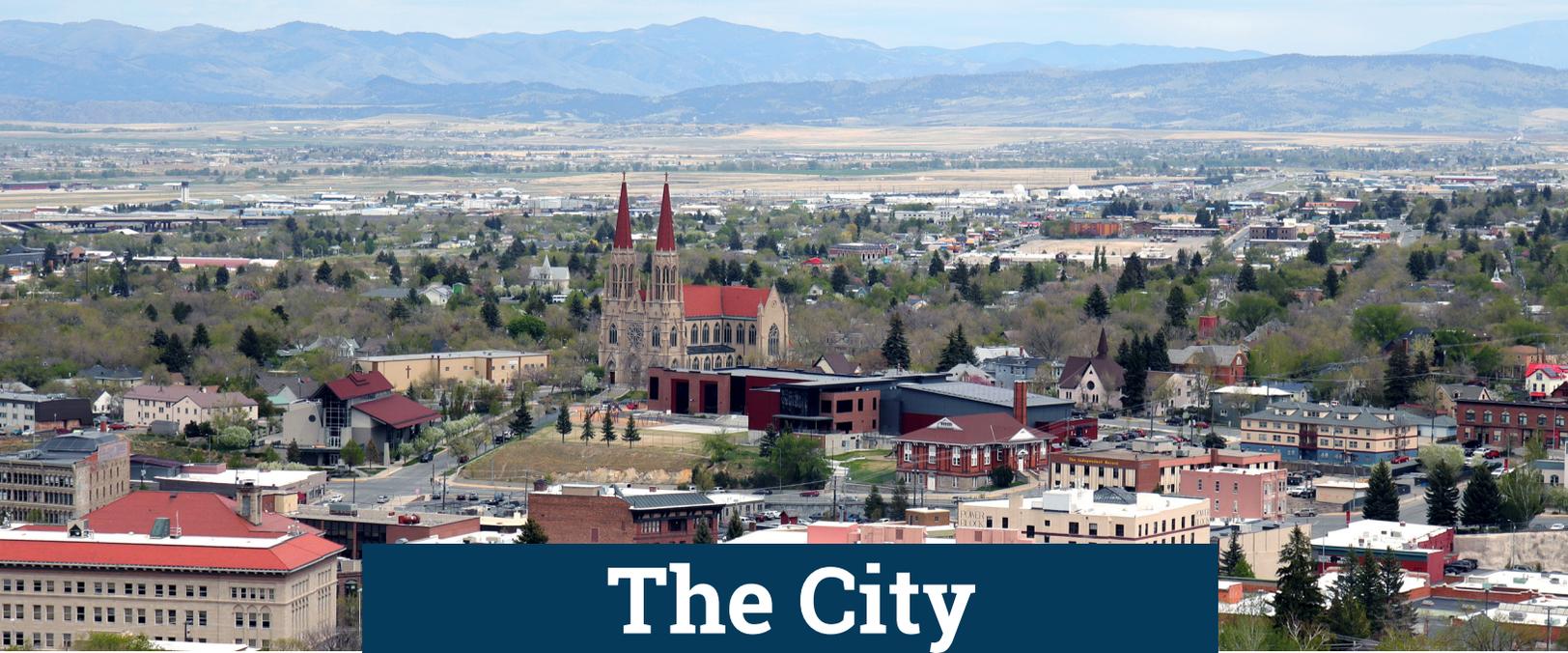


## Position Profile

Applications Due February 7, 2022



City of Helena



# The City

## Overview

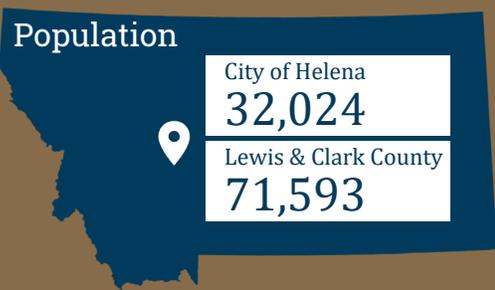
Located near the Missouri River at the eastern foot of the Continental Divide, Helena offers spectacular views and endless recreation opportunities. The City sits in a fertile valley surrounded by rolling hills and lofty mountains. Mount Helena and Mount Ascension form scenic backdrops to the south and west of town, which are home to over 70 miles of recreational trails.

Helena is a centrally located hub for government and business, serving as Montana’s Capitol city and Lewis and Clark County seat. The city is a mid-way point between Yellowstone and Glacier National Parks, and is also a short car ride to the other metropolitan areas in the state.

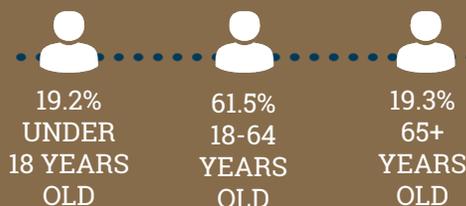
The city boasts a historic downtown with local shops, restaurants, and breweries. Helena’s creativity shines through organizations like the world-renowned Archie Bray Foundation for Ceramic Arts, several local theaters and art museums, the Helena Symphony, and the Montana Historical Society Museum. The area also has a strong educational presence with two public high schools, one private college (Carroll College) and a two-year college (Helena College, University of Montana).

Helena is known as the Queen City, which comes from its rich Gold mining history. Today, you will find a close knit community with a strong connection to its past. It truly is a gem in the middle of the Treasure State.

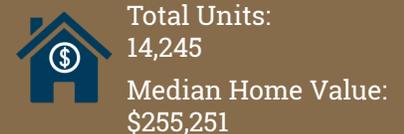
## Helena at a Glance



### Population by Age



### Housing in Helena





# The Department

## Overview

The City of Helena Community Development Department provides assistance in planning, development, and construction to maintain public health, safety, and welfare and create an attractive and sustainable community for all to live, work, and play. The department works with various community partners to coordinate the City’s economic development activities. The Department also oversees the coordination of the City’s three Urban Renewal districts and related tax increment financing.

The Department consists of two divisions:

### Building Division

The Building Division conducts building and site plan reviews, issues building permits, and provides inspection services at construction sites within the city limits to insure the public’s health, safety, and welfare.

### Planning Division

The Planning Division provides information and assistance to developers, the business community and the public relating to any planning, zoning, land use, or development matter. The Department has a Housing Coordinator who is responsible for overseeing the Affordable Housing Trust Fund, Home Renewal program and other housing related activities and who works in partnership with many community partners.

## City Government

The City of Helena is governed by a Mayor and four Commissioners. The City Manager leads departments in carrying out the policies established by the Commission. The Community Development Director is selected and supervised by the City Manager.





# The Department

## Leadership Structure

The Community Development Director oversees a staff of 16 staff members. In addition to managing the department, this position also serves on the City leadership team. In this capacity, the Director has input and influence on all aspects of City operation and is an integral part of the team that is responsible for the future of the City.





# The Position

## Overview

### Job Purpose

This position leads the City of Helena’s Community Development department. The Director 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.

### Job Responsibilities

- **Provides Direction and Leadership to the Community Development Department**  
Manages, trains, motivates and evaluates assigned staff; provides leadership and direction in the strategic short and long range planning; represents the city to leadership, boards, commissions, civic groups, and the public; leads and strategizes the development and implementation of growth management, land use, economic development, housing.
- **Administers and Manages City of Helena Land Use, Planning, and Building**  
Oversees compliance and enforcement of all relative and applicable building code, ordinances, and laws; provides leadership and direction in the evaluation and approval of land use and development proposals and associated permits, subdivision proposals and associated plats.
- **Administers Housing, Community Development, and Economic Development initiatives and programs**  
Oversees ADA not related to employment; supervises the administration of community, state and Federal grant, trust fund, and tax increment financing initiatives and programs.

## Compensation & Benefits

- \$92,641 to \$107,243 per year depending on qualifications
- Excellent Medical, Dental & Vision Insurance
- Participation in MT PERS Retirement System
  - 8.87% City Contribution
  - OR Defined Benefit Plan
- Generous Paid Vacation & Sick Leave Policies
- 12 paid holidays (13 during election years)
- \$25k employer paid life insurance and AD&D
- Ability to participate in 457b deferred compensation plan



# The Position

## Skills & Knowledge

A successful Community Development Director will exercise considerable judgement, professionalism, and vision in day-to-day management of staff, application reviews, and community outreach. The Director will promote the City through consistent positive messaging.

**The successful candidate will possess proven 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

## Additional Skills

- Communicating orally and in writing at an executive level.
- Leading and fostering a constructive and high-performing work environment.
- Establish positive and effective working relationships with the development community.
- Select, supervise, train, and evaluate staff.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.



# Applications

## Overview

### Minimum Qualifications

To be considered, candidates must meet the following minimum qualifications. A combination of relevant work experience, education, skills, abilities, and training will be considered on an individual basis.

- 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 progressively 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.

### Equal Opportunity Employer

The City of Helena is an equal opportunity employer. Veterans, minorities, members of the LGBTQ community, and individuals with disabilities are strongly encouraged to apply.

### Contact us

Applicants can contact the City of Helena Human Resources department at [cityhr@helenamt.gov](mailto:cityhr@helenamt.gov) or (406) 447-8333 with any questions.

## Applications due February 7, 2022



Visit [www.helenamt.gov/employment/](http://www.helenamt.gov/employment/)



Submit Application, cover letter, & resume.