



City of Powell Position Description

Position Title: Community Development Director/Assistant City Manager

FLSA Status: Exempt
Reports to: City Manager
Employment Type: Full-time

Service Type: Classified
Revision Date: Aug. 2020
Pay Grade: G | \$92,274-\$120,154

Purpose of Position

The director of community development/assistant city manager is a full-time management position that reports directly to the City Manager. This position has considerable interface with all city departments and community leaders and will oversee economic development, planning, zoning, building and engineering functions for the city. This position may serve as the acting City Manager as needed and will also be responsible for work assigned by the City Manager. This position may coordinate and directly work with other department directors.

Supervision Received

Work is performed under administrative direction of the City Manager.

Supervisory Responsibilities

The director regularly supervises a group of employees performing a variety of functions such as economic development, code enforcement, engineering, building inspection and administrative support.

Essential Functions

The following duties and responsibilities are typical for this position. These are not to be construed as exclusive or all-inclusive; other duties or responsibilities may be required and assigned.

Responsibilities of the director include coordinating, managing and supervising a group of professional staff members and consultants engaged in a variety of zoning, planning, building, economic development and engineering functions; planning, directing and organizing the city's planning efforts; administering, enforcing, updating and amending the city's comprehensive plans and development regulations; reviewing development plans for compliance with the strategic plan and other planning documents; conducting technical assessments of all land use applications; guiding developers through the planning process; and providing expert guidance for land use and development design principles for all new and existing projects.

The director is responsible for assisting with the development of an annual and five year budget with long and short term capital improvement projects. In addition to the essential functions identified above, the director also performs the following functions:

- Monitors, coordinates, facilitates and troubleshoots various large or complex private development projects and special research projects which have significant cross departmental work flow; represents the city's interest in projects while working directly with land owners, developers, contractors and engineers to facilitate development review and approval.
- Oversees the City's economic development strategy, such as retainment and expansion, revenue growth through expansion of tax base, job creation, public private partnerships and financial support.

- Assists in the preparation and facilitation of site selection services for prospective economic development projects.
- In consultation with the City Manager, develops and ensures customer service and operational standards are maintained at a high level; monitors, evaluates and identifies opportunities for improving customer service delivery methods and procedures.
- Represents the city at various meetings and functions such as City Council and other boards and commissions.
- Evaluates public bid packages for completion and accuracy and offers recommendations of project award to city manager.
- Manages selection of project consultants as well as related contracts and payment requests.
- Reviews, evaluates and implements grant agreements to confirm utilization of all funding sources and coordinates grant reimbursement requests with the finance department.
- Manages employees, including: evaluating employee performance, assigning work, approving leave, assists in the selection process and recommends candidates for hire, recommending and implementing corrective action when necessary, job coaching, etc.
- Assists in the preparation and facilitation of site selection services for prospective economic development projects.
- Evaluates infrastructure needs for targeted economic development projects and facilitates capital improvements to support those needs.
- Leads the development of the department's annual budget.

Qualifications

This unclassified position, at a minimum, will require a Bachelor's Degree in major coursework related to the duties of the position; a Master's Degree is preferred. Such community development related majors could include regional planning, civil engineering, public administration, or a related field.

The incumbent must also have **at least five (5) years** of progressively responsible experience in management and supervision of staff engaged in planning, community or economic development, civil engineering; or, the equivalent education and experience that would provide the necessary knowledge, skills and abilities required of the position.

Must maintain a valid Ohio driver's license and insurability under the city's insurance policy.

The director is a creative problem solver with a proven commitment to excellent customer service, exhibiting honesty, candor, and the highest ethical standards in a respectful manner as part of a team-oriented approach that builds internal and external trust. The director leads by example as a representative of the entire city organization and actively seeks out opportunities to develop relationships throughout the organization and the community. Patience and skillfulness in explaining complicated concepts to all facets of the community are key qualities. Effective public presentation skills, both orally and in writing, are a must. The director recognizes and nurtures individual talents that enhance job satisfaction in a high performing department environment and possesses a keen ability to motivate staff while simultaneously exhibiting the strong leadership necessary to effectively challenge the department to achieve even greater levels of success.

Knowledge, Skills and Abilities

- Ability to read, understand, interpret and critically evaluate schematic level planning documents, construction documents and engineering plans
- Knowledge of land use and development principles, practices, concepts, procedures and methods.
- Effective public presentation skills, both orally and in writing
- Ability to research and write planning and zoning reports for the city

- Ability to develop and standardize procedures and methods to improve the efficiency and effectiveness of planning services, projects, and activities
- Knowledge of Joint Economic Development Districts (JEDD), Tax Increment Financing (TIF), annexations and other economic development tools
- Ability to assess and monitor workload, operational processes, and internal reporting relationships
- Ability to receive, investigate, and respond to problems and complaints in a professional manner and take necessary corrective action
- Ability to have regular and predictable attendance
- Ability to operate a city vehicle
- Ability to see and hear to accurately observe situations
- Knowledge of city operations, principals, practices and policies and procedures related to community and economic development
- Skilled in the use of GIS software or other development required computer applications, programs or systems
- Knowledge of supervisory policies, disciplinary procedures, scheduling, department directives, procedures and regulations
- Ability to handle confidential material in strict confidence
- Skilled in composing correspondence, using proper grammar and punctuation
- Ability to work irregular hours (evenings, weekends, holidays)
- Ability to operate in the absence of clear expectations, precedence, or procedures
- Ability to use independent judgment, common sense, and principals of influence and rational systems in the performance of tasks.
- Ability to behave in a friendly, understanding, helpful and professional manner with co-workers, supervisors and the general public
- Ability to research and write planning, zoning and engineering reports for the city
- Ability to establish, develop and maintain positive working relationships with community stakeholders, city council, members of the management team, board and commissions, and all other staff, in order to support a high level of organizational performance
- Ability to plan, direct, organize and implement the city's comprehensive plans and planning efforts
- Ability to conduct technical assessments of all land use, zoning and engineering applications
- Ability to guide developers and residents through the development process
- Ability to apply innovative and creative approaches in developing land use, process and building solutions
- Knowledge of municipal planning and zoning is required
- Skill in patiently communicating with internal and external stakeholders, explaining highly complicated or technical systems to general audiences in order to educate or provide information to the public
- Knowledge of techniques to involve citizens in development processes
- Specialized knowledge in areas such as design, zoning, historic preservation, economic development, engineering and construction management.
- Knowledge and experience with green building requirements, techniques and practices for sustainable building and site development
- Knowledge of principles of personnel management, including supervision, training and performance evaluation
- Considerable knowledge of the terminology, theory, principles and practices in the fields of planning, economic development, zoning, engineering and building services in order to effectively manage personnel

Summary

This position requires an exceptional planning and design, zoning and engineering background with knowledge, skills and abilities in each of the functional areas within community and economic development, with particular emphasis on integrated strategic planning, civil engineering as it relates to planning, technical reviews, grant writing, and the ability to lead organizational teams.

The director displays a positive, collaborative leadership approach to problem solving with a proven commitment to customer service. This innovative leader will have excellent presentation skills along with a track record of building strong, positive relationships and partnerships with residential and corporate interests.

The director understands the relationship between the various functions within the department and implements policies, practices and programs that create a department offering comprehensive community development services to residential and corporate citizens.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of Powell does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

Created: August 4, 2020