

Community Development Director

Brief Description:

Plans, supervises, organizes, and manages the activities of the Community Development Department, including the major functions of Planning and Zoning, Building Safety and Permit Administration. Develops and implements policies and guidelines relating to the various technical and administrative aspects of reviewing and processing development proposals. Provides direct supervision to select staff, and takes the lead on negotiating development agreements. Manages administrative and operational department matters, including budget preparation, personnel, purchasing, and strategic planning. Assesses development proposals and other planning-related applications by reading, reviewing, evaluating, and commenting on content. Serves and participates on various Town teams and regional agencies.

Essential Functions:

- ⊕ Supervises and directs activities of the Community Development Department staff by assigning and monitoring work activities of the Permit Administration, Building Safety (Contract Management), and Planning and Zoning staff (Contract Management and Code Enforcement), providing technical assistance and direction to staff, reviewing staff reports and other documents, interpreting policies and codes, preparing performance appraisal reports, and resolving internal problems and concerns.
- ⊕ Provides direction to One-Stop Development Services Process by attending meetings, coordinating development processes and procedures, providing direction to staff on development issues, recommending changes to processes, and resolving problems and concerns with customers.
- ⊕ Serves as a technical advisor on development issues by gathering information, assessing issues, and providing the technical advice to various managers, commissions, property owners, and the Town Council.
- ⊕ Assesses development proposals and other planning-related applications by reading, reviewing, evaluating, and commenting on the content of various proposals and applications.
- ⊕ Serves and participates on various Town teams and regional agencies by attending team activities and serving as a Town representative.
- ⊕ Manages administrative and operational matters by preparing the department's budget, approving requests for travel and training, supervising the hiring of new employees, overseeing personnel actions, conducting staff meetings as necessary to coordinate issues and concerns, performing resource planning, and preparing operational plans.
- ⊕ Interprets and applies Town codes, ordinances, regulations, standards, guidelines, policies and procedures pertinent to planning, zoning, land development, land use, assessment of fees, and building design. Recommends code and policy changes, where appropriate, to address developer, contractor, engineering and architectural issues in development permitting and processing.

Minimum Qualifications:

Knowledge of: Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

Ability to:

- ⊕ Perform technical research and give reliable advice on development projects.
- ⊕ Train and supervise the work of subordinate personnel.
- ⊕ Communicate verbally and in writing and multi-task.
- ⊕ Prepare clear and concise reports on technical material.
- ⊕ Establish and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience: Graduation from a four-year college with a degree in planning or a related field and seven years of progressively responsible experience supervising development activities.

Additional Requirements:

Physical Requirements: Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

Work Environment: Position is subject to an office environment.

License and Certificate: Must possess a valid Arizona Motor Vehicle Operators License. Preference given to American Institute of Certified Planners.

FLSA Status: Exempt.

Reports to: Town Manager.

Developed: October 2008.

Updated: August 2018.

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