

CITY OF MONTGOMERY

POSITION DESCRIPTION

Position Title: Community Development Director

FLSA Status: Exempt

Reports to: City Manager

Civil Service Status: Unclassified

General Function:

Is responsible to the City Manager for the administration and supervision of departmental employees and for the day-to-day operations of the Community Development Department. Serves as a key member of the City's management team with specific responsibilities for all aspects of planning and development projects involving downtown revitalization, land use, zoning, subdivision development, historic preservation and capital improvements. Serves as the Zoning Administrator, supervisor for the Building Department, and staff liaison for Planning Commission, Board of Zoning Appeals and Landmarks Commission. The Community Development Director shall function with a high degree of independence and utilize mature judgment, planning abilities and organizational skills and shall establish priorities, programs and acceptable performance levels for his/her department. Is committed to the mission, vision and values of the City through ethical conduct, community stewardship, individual initiative and responsive service. Demonstrates leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision making and personal accountability, and responsibility.

Competencies:

Leadership

Exhibits behavior consistent with the mission, vision and values of the City of Montgomery.

Fulfills the mission, vision and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources.

Coordinates and directs the long-term direction of the department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community.

Builds a learning/thinking/renewing department through benchmarking, best practices, customer feedback and continuous improvement.

Provides teaching, mentoring and motivation within the organization through the provision of knowledge, skills and information; is proactive and encourages employee empowerment.

Demonstrates emotional intelligence in day-to-day work, decision making, problem solving and in the supervision of employees.

Initiates actions to improve departmental and City operations, employee performance, morale and work methods.

Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Communication

Provides comprehensive advice and support to the City management team, City Council and Council Committees, Boards and Commissions, staff and the community.

Communicates the City's mission, vision and values through words and actions.

Makes public presentations, represents the City on county and regional planning committees.

Communicates effectively, both orally and in writing with the City management team, City employees, City Council, volunteers and the community.

Works cooperatively with all City employees toward the common goal of providing high quality services.

Exhibits excellent interpersonal and human relationship skills.

Management

Ensures proper employee selection, counseling, development, mentoring and evaluation of staff to achieve a cohesive work unit consistent with the City's mission, vision, and values.

Is accountable for the delivery of quality services and work product as a part of the overall departmental and City-wide strategic direction, goals and objectives.

Schedules and assigns work tasks for departmental personnel; assigns personnel to special duties.

Creates a superior work culture through an emphasis on training and mentoring to develop leadership, management and technical skills in all employees.

Assists employees with developing and implementing programs and objectives to improve departmental and City-wide efficiency.

Effectively manages multiple assignments and priorities to ensure the fulfillment of projects, tasks and responsibilities.

Ensures the preparation of, and adherence to, operational and capital budgets and exhibits good stewardship of the organization's resources.

Establishes procedures to assure the highest standards of risk management, employee safety and risk avoidance.

Technical Tasks

Oversees building and land development throughout the City; conducts short and long term planning and land use studies and projects; interprets the Zoning Code and recommends development activities.

Interacts and mediates among residents, developers, Planning Commission, Landmarks Commission and City Council; conducts public hearings; reviews and approves sign applications in accordance with current zoning; reviews applications for residential zoning permits and commercial developments in accordance with current zoning; directs and manages property maintenance code enforcement activities throughout the City.

Acts as liaison and provides technical assistance to downtown business association.

Provides technical assistance and serves as staff liaison to the Planning Commission, Landmarks Commission and Board of Zoning Appeals.

Prepares applications for federal funding programs for historic preservation and community development projects; manages grants and monitors funding programs.

Demonstrates knowledge of enforcement of the Ohio Revised Code and the City of Montgomery Ordinances and laws.

Participates in county and regional planning and development committees and initiatives.

Performs all job duties in compliance with the established rules and regulations of the Community Development Department and the City of Montgomery.

Trains and evaluates work of departmental employees.

Develops operating procedures, policies, rules and regulations.

Evaluates priorities, policies, programs and acceptable levels with respect to Community Development Department services and activities.

Assists employees with developing and implementing programs and objectives to improve efficiency as they relate to the finance function and City-wide operations.

Evaluates the purchase of City equipment; orders departmental supplies and equipment.

Maintains, compiles and prepares records, letters, memos and reports of all activities; maintains records, forms, accounts, payroll and requisitions.

Attends meetings, seminars, conferences, and other related events.

Maintains individual knowledge and skills to be able to carry out all duties of departmental personnel.

Promotes safe work practices and ensures compliance with City safety policies.

Reviews and investigates complaints and requests for service(s).

Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations.

Handles other responsibilities and duties as assigned or needed.

Equipment Used:

Operates automobile and current office equipment including telephone, fax machine, copier, calculator, computer, paging equipment, and two-way radios. Also uses plotter, camera, ARCview software/Geographic Information Systems, projector, tape measure and other office and field equipment.

Location of Work and Physical Requirements of Position:

Must be able to safely and effectively operate a motor vehicle; demonstrate physical strength and dexterity in the use of hands and feet; work requires walking and standing on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform lifting of departmental equipment, supplies, and tools; requires climbing, balancing, stooping, kneeling, and reaching; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small equipment and tools or detailed clerical work, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; requires working in adverse weather; requires ability to work flexible hours (to include nights and weekends); and be able to deal with stressful conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Montgomery City Hall, throughout the physical environs of the City and in other off-site locations as is necessary.

Minimum Requirements for the Position:

Bachelor's degree in Planning or related field. Master's degree in Planning, Public Administration preferred. Minimum five years responsible experience in a municipal planning/community development department in planning, economic development and zoning in a comparable municipality with experience as supervisor of personnel. Ability to interact

effectively with the public, agencies, and staff at all levels; knowledge of the principles, practices and purposes applied to urban development and planning and an understanding of administrative practices for land use; must have knowledge of current office equipment and procedures including computer data entry and retrieval; ability to handle and maintain confidential information; ability to supervise others, coordinate, train and direct personnel resources; knowledge of, and ability to, prepare and administer departmental operating and capital budget; demonstrated planning and organization skills; demonstrated leadership skills and abilities; ability to maintain effective working relationships; ability to communicate effectively orally and in writing; must possess a valid driver's license from state of residency.

Reviewed May, 2008