

Community Development Director

General Statement of Duties

Performs managerial, administrative, and professional planning work for the Town.

Distinguishing Features of the Class

An employee in the class manages and directs the work of a staff responsible for the planning, zoning, engineering, and related services to provide coordinated guidance and regulation of the growth and development of the Town. Work involves conducting studies, performing planning duties, providing administrative guidance to the department and supervising the staff in planning and engineering activities. The employee is responsible for the overall design of the planning program and for achieving tangible results in the appropriate distribution and diversity of land use in the Town. Work involves extensive public contact and coordination with other departments, boards, and commissions. The role also includes developing a favorable relationship between the Town and the business and commercial community. Work is supervised by the Town Manager and is evaluated through conferences, review of work results obtained, and overall acceptance of the programs by the Town's citizens.

Essential Duties and Illustrative Examples of Work

Develops, coordinates and directs a variety of special and continuing plans related to the growth, development, and redevelopment of the Town.

Prepares and reviews comprehensive planning elements relating to a broad spectrum of social, economic, physical and community facility concerns including land use, zoning, environmental impact, floodplain, stormwater, and related concerns.

Participates in meetings and public hearings to explain recommendations on planning proposals; answers citizen questions concerning planning questions and problems.

Coordinates planning activities with affected federal, state, municipal, regional and private agencies.

Supervises professional and clerical staff in planning and zoning activities; develops and administers program budget.

Provides research and input into the development of ordinances, policies and procedures for the Town and the department.

Performs related duties as required.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of community and economic development and public sector planning.

Thorough knowledge of governmental laws, programs, requirements, and services pertinent to the community and economic development and planning processes.

Considerable knowledge of the environmental and socio-economic implications of the planning process.

Considerable knowledge of management techniques as applied to municipal government.

Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.

Ability to organize, supervise and direct a group of subordinates and perform administrative functions such as budgeting and staffing.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and Town officials, contractors, developers, engineers, and the general public.

Ability to direct the preparation of comprehensive reports and studies.

Ability to express ideas effectively in oral and written forms.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, standing, fingering, walking, talking, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to analyze and computer figures, examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading and research.

Desirable Education and Experience

Graduation from a four year college or university with a degree in planning or related field and considerable professional experience in public sector planning with some supervisory and administrative experience; or an equivalent combination of education and experience.

Fair Labor Standards Act (FLSA) Status

Exempt

2017