

COMMUNITY DEVELOPMENT MANAGER

General Statement of Duties

This position, under the supervision of the Community Development Director, manages the Planning and Engineering Division of the Community Development Department and helps shape and guide the community to achieve its visions of being a high-quality community within the Triad, while maintaining its small-town atmosphere. The Community Development Manager is involved in all aspects of the community's land use, transportation, parks and recreation, downtown, infrastructure and redevelopment planning.

Distinguishing Features of the Class

This position represents Community Development staff and acts as liaison, providing support, technical advisor, verbal and graphic presentations to Community Appearance Commission, Planning Board, Board of Adjustment and other community based organizations. It acts as technical advisor and liaison to other departments and surrounding municipality planning offices. Is required to work with citizens and public officials on planning projects. Analyzes plans and make recommendations related to the physical, social and economic development of the community and its neighborhoods. Performs complex research and makes demographic projections; prepares general or detailed design studies. Prepares staff reports for Planning Board and Board of Alderman consideration. Represents the Planning Board and the Community Development Department at public meetings. Provides and presents analyses and recommendations to Planning Board and Board of Alderman.

Essential Duties and Illustrative Examples of Work

Performs advanced professional work related to variety of planning assignments.

Manages complex planning studies, development applications and reviews consultant proposals.

Reviews and processes complex comprehensive plan amendments, rezonings, annexations, site plans, plats.

Develops project budgets, administers bidding process, verifies contract expenditures and compliance.

Prepares preliminary impact statement for land use applications and researches for the Community Development Director any aspect of the land use ordinance.

Does research of data and statistics for reports for the department.

Works with clerical assistant to assure proper notification steps are taken in rezoning cases.

Assists with daily inquiries from the contractors, engineers, developers, property owners, and the general public on interpretation of land use questions; refers precedent setting questions to Community Development Director.

Prepares planning data; interprets maps and data; prepares special growth projections; works with committees on planning issues; makes presentations as necessary; assists Community

Development Director in preparation of a variety of planning issues.

Assists Community Development Director with data for long range planning efforts and provides population and socio-economic interpretation of census, land use, and other data on which this plan is based.

Performs special projects for planning function.

Performs related duties as required.

Knowledge, Skills, and Abilities

Advanced knowledge of the philosophies, principals, practices & techniques of planning.

Well-developed knowledge of one or more planning disciplines, such as urban design, transportation, economic development or land use.

Knowledge and experience in engineering, architecture, and construction processes.

Knowledge of principles, methodology, practices of research and data collection.

Knowledge of effective writing techniques.

Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS.

Excellent oral and written communication skills for preparing and presenting planning reports and projects.

Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.

Creative problem-solving skills to gather relevant information to solve less well- defined planning problems.

Group facilitation skills for use in community workshops.

Ability to work on several projects or issues simultaneously.

Ability to manage projects effectively and meet firm deadlines.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing stooping, kneeling, crouching, kneeling, reaching, standing, walking, talking, hearing, and repetitive motions.

Site visits are required, outdoor movements of the same movements previously mentioned will be required; ability to perform night or early morning meetings and driving under these

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conditions are also required.

Ability to perform work exerting up to 20 pound force occasionally.

Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, and do visual inspection of land areas.

Desirable Education and Experience

Requires a master's degree in planning or related field and four years of professional planning experience or an equivalent combination of education and experience. Requires AICP Certification within 2-years of hire.

Fair Labor Standards Act (FLSA) Status

Exempt

2020