



JOB DESCRIPTION

Title:	Community Development Director	Status:	Full-Time
Department	Community Development	Pay Grade:	I
Reports To:	City Manager / Assistant City Manager	FLSA Status:	Exempt

POSITION SUMMARY

The City's Community Development Director is responsible for planning, organizing, administering and directing all activities of the City's Community Development Department. This position performs professional work requiring advanced knowledge of the principles of urban planning, land use, code enforcement and community development. This position is responsible for developing, recommending, and implementing policies and procedures to administer city plans, ordinances, and codes, including without limitation, those related to planning and zoning, land development, design review, code enforcement, historic preservation, community development, and urban renewal. The position coordinates with the public works director and city engineer on planning and development of public facilities and infrastructure. This position supports the La Pine City Council, Planning Commission, and Urban Renewal Board.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Oversee and supervise all aspects and activities of the City's Community Development Department staff to achieve goals and objectives within available resources. Manage all aspects of the land use planning, development permitting processes, oversee issuance of permits and licenses, and code enforcement issues.
 2. Manage the operations of the community development staff, conduct annual performance evaluations, and participate as a member of the City's management team.
 3. Determines process for land use applications (administrative vs. planning commission hearing). Completes high level administrative reviews of land use applications, including coordination with all commenting departments and agencies (public works, engineering, County, ODOT, fire marshal, etc.). Writes staff reports and is the staff lead for planning commission meetings.
 4. Reviews applications for land development for compliance with the City's comprehensive plan, development code, and other City ordinances and codes.
 5. Prepare staff reports, studies and recommendations related to the development and updating of the City's comprehensive plan, facility plans, refinement plans, and current planning applications.
 6. Ability to perform, or delegate, field inspections to ensure applicants' compliance with various
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- site plan conditions, applicable code, and other requirements.
7. Ensures City development codes and policies stay current with State and Federal statutes and case law by monitoring State and Federal legislative activity. Advises the City Manager on opportunities and areas of concern.
 8. Oversees development, implementation and maintenance of the City's long-range Comprehensive Plan and development regulations as the responsible official. Initiates and monitors amendments to reflect changing needs, demographic trends and economic influences.
 9. Oversee and manage efforts to ensure that property owners and/or developers are properly informed about city plans, codes, policies, and decisions.
 10. Attend and participate in various meetings, including evening meetings. Roles at meetings include presenting and providing general and technical information to council, planning commission, urban renewal board, and members of the public.
 11. Oversee planning commission activities, including land use hearings. Regularly communicates with planning commission on administrative decisions and other planning activities.
 12. Establish and maintain positive and effective working relations with the council, planning commission, urban renewal board, city staff, peers, constituents, citizens, and public.
 13. Coordinate and provide information and assistance to engineering, surveying, and planning consultants contracted by the City.
 14. Manage and participate in preparing long and short-range planning documents. Gather, interpret, and prepare data for studies, reports and/or recommendations.
 15. Coordinate department activities with other City departments, neighboring governing bodies, regional planning efforts, and state agencies as needed.
 16. Meets with prospective applicants to outline land use application processes and submittal requirements.
 17. Develop methods and procedures for citizen involvement in the planning process.
 18. Manage the enforcement of code violations, including, without limitation, violations arising out of development, building, and nuisance codes and weed abatement. Issue notices of correction and citations. Communicate with the council and planning commission, other departments, agencies, and/or the public about the purpose of code enforcement efforts. Manage complex and sensitive cases relating to code enforcement.
 19. Ensures GIS mapping data is current, and appropriate methods are utilized to demonstrate trends.
 20. Oversee and manage grant applications for planning and community development projects.
 21. Identify funding sources from other agencies for special projects, planning, and related activities; aid in preparing grant proposals in cooperation with local, state, and federal agencies, private developers, representatives of citizen groups, and the general public.
 22. Develop and implement methods and systems to improve customer service, application processes, and completion of reports, memos, and forms.
 23. Oversee the recruitment, employment, evaluation, and release of certain staff and contract personnel.
 24. Develop department-wide goals, objectives, policies, and procedures.
 25. Ensure the maintenance of accurate and complete records of department activities and records relating to applications, licenses, permits, maps, blueprints, parcels, overlays, and sketches.
 26. Attend professional development workshops and conferences to stay current in trends and issues.
 27. Perform other duties as assigned that support the overall objectives of the position.
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MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's degree in planning or a related field.
- Seven or more years of progressively responsible municipal planning experience plus three or more years of supervisory experience, or any combination of experience, education, and training that demonstrates the requisite knowledge, skills, and abilities required of the position.

PREFERRED QUALIFICATIONS

- Master's degree in planning and/or related field
- American Institute of Certified Planners (AICP) certification

OTHER REQUIREMENTS

- Valid Driver's License.

KNOWLEDGE SKILLS ABILITIES

- Advanced knowledge of the principles and practices of current and long-range planning, including, without limitation, the Oregon land use system.
- Thorough knowledge of local, state, and federal laws pertaining to community involvement and public review processes and practices concerning community development.
- Working knowledge of current and proposed legislation and laws of the local, state, and federal governments that affect community development programs.
- Working knowledge of management and supervisory practices and principles.
- Considerable knowledge of the methods and techniques of research and analysis.
- Considerable knowledge of aspects of civil and traffic engineering, economics, sociology, and architecture that apply to planning and development.
- Advanced knowledge in computer operation in a virtual desktop environment. Proficiency with word processing, spreadsheets, databases, Internet, electronic communications, and other Microsoft and/or planning and land use applications and programs.
- Proven self-management skills and ability to manage day-to-day operations.
- Strong written and oral communication skills, including editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees. Ability to prepare grant proposals.
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers. Ability to provide consistent, positive customer service.
- Ability to evaluate land use proposals (zone changes, subdivisions, partitions, site plans, conditional uses, zoning permits, variances, etc.) and comprehend, interpret, and apply relevant federal, state, and local codes and regulations.
- Strong organizational skills and the ability to effectively manage multiple priorities in a fast-paced work environment.
- Ability to understand and manage high-profile, sensitive, and/or controversial political situations.
- Ability to exercise sound and independent judgment within general policy guidelines.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Routinely moves computer equipment and other items weighing up to 50 pounds. Occasionally ascends/descends stairs, ladders, and ramps. Occasionally stoops, kneels, crouches, and/or crawls. Uses hands to find, handle, feel, and/or operate objects, tools, or controls, and reaches with hands and arms. Work also consists of moving throughout buildings and various sites.
- Remains in stationary positions (e.g., seated position) for extended periods of time. Remains in a standing position for extended periods of time. Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. Grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard and operating various pieces of office equipment.
- Expressing or exchanging ideas by means of the spoken word to impart oral information to the council, staff, and/or public. Communicate (orally and in written form) detailed instructions to others accurately, loudly, and/or quickly. Work involves perceiving the nature of sounds by ear. Work also involves having clarity of vision at various distances. The noise level in the office work environment is usually quiet with the typical office noises and interruptions.
- Travel to various locations inside and outside the City's incorporated limits, including, without limitation, to other jurisdictions and job-related training. Some outdoor work is required in the inspection of various land use developments, construction sites, and code enforcements cases.

Regular evening and weekend work is required

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name