

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Community Development Director

Department: Community Development

Pay Grade: 227

FLSA Status: Exempt

JOB SUMMARY

The Community Development Director performs highly responsible administrative and supervisory work in planning, organizing, and directing the general operation of the Community Development Department.

ESSENTIAL JOB FUNCTIONS

- Assumes full management responsibility for all Community Development Department services and activities including planning, building inspection and compliance, tourism, code compliance, and community and economic development services.
- Oversees the City's planning functions and activities; develops, manages, and implements complex planning and policy programs such as the General Plan Update, Specific Plans, and Zoning Ordinance.
- Manages staff, preparing work schedules and assigning specific duties.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Creates department's work plan; assigns projects and programmatic areas of responsibility.
- Oversees and participates in the development and administration of the department budget.
- Directs and participates in the development and implementation of the City's marketing plan and the Economic Development Strategic Plan including attraction and retention of businesses.
- Directs and supervises the compilation and publication of statistics and other information important to the commerce and industry of the City of Page

- Supervises and coordinates the development review process for all private and public development activities in the City.
- Oversees building plan check, building inspection, and code enforcement activities and ensures compliance with appropriate laws, ordinances, and regulations.
- Prepares and reviews complex documents including development agreements and contracts; testifies in court as an expert witness for the City on development, land use, and transportation matters.
- Represents the Community Development Department to other departments, elected officials, and outside agencies.
- Serves as staff liaison to the Planning and Zoning Commission.
- Participates on a variety of boards, commissions, and committees including City Council, and others as may be assigned.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in Urban Planning, Geography, Public Administration, Economic Development or a closely related field;
- Master's Degree in Urban Planning, Public Administration, or Economic Development is highly desirable;
- Five (5) years of increasingly responsible experience in community development, planning, public administration, including four years of administrative and management responsibility.

Licenses or Certifications:

- Required to have, or obtain a valid State driver's license.
- Membership in the American Institute of Certified Planners highly desirable.

Special Requirements:

- Membership in Arizona Planning Association.

Knowledge, Skills and Abilities:

- Knowledge of operations, services, and activities of a comprehensive community/economic development program.
- Knowledge of principles and practices of building inspection, plan check and code enforcement.
- Knowledge of architecture, engineering, planning, and economic development.
- Knowledge of legislation related to economic and development issues.
- Skill in office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

- Skill in analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Ability to select, supervise, train, and evaluate staff.
- Ability to facilitate group participation and consensus building.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

While performing the duties of this job, the employee must exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required: fingering, grasping, hearing, mental acuity, speaking, standing, talking, and visual acuity.

WORK ENVIRONMENT

The employee will spend most of their time in the office with occasional field work required.

Page has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Page does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.