Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324 Town Hall (928) 639-2400 \* fax (928) 639-2409

Job Description – Assistant Community Development Director

**The salary for this position starts at $77,480.**

Highly qualified candidates may start above minimum.  
This is an FLSA Exempt, full time, with full benefits.

DESCRIPTION: Under limited direction of the Community Development Director, this position leads and supports the department head in all activities related to zoning, land use planning, code enforcement, economic development, and related activities; and assists in the management of planning staff, functions, programs, activities, and operations of the Clarkdale Community Development Department. This position will work closely with the Director in coordinating projects, working with other departments, outside agencies and businesses, leading Town Boards and Commissions, and serve as the Community Development Director in their absence. The ideal candidate understands public trust and models the highest standards of personal and professional integrity. Specific functions comprising the position may vary depending on the priorities and needs of the Town and/or requirements of state law. Work week hours may fluctuate depending on the needs of the organization.

CLASSIFICATION: Positions in this class are characterized by an advanced knowledge of the principles, practices and techniques of comprehensive planning processes and community and economic development, and the ability to implement the Town’s General Plan and associated documents. An employee successful in this position is an experienced, motivated leader and team player with strong communication and customer service skills who works cooperatively with other departments, professionals, and the community. This is a FLSA exempt, at-will position with benefit package included.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management’s discretion. Typical duties may include, but are not limited to the following:

* Participates in the implementation of goals, objectives, policies and priorities of the Town and the Community Development Department;
* Supervises the work of the Planning Manager, Planner, and support staff;
* Leads long-range, current and economic development planning;
* Participates in the development and implementation of the Town’s General Plan and the Town’s Strategic Plan;
* Assists in the development, administration and monitoring of the department’s operating budget;
* Reviews land use applications including annexation, rezoning, General Plan amendments, subdivision, area plans and master plans to ensure compliance with the Town’s General Plan;
* Assists in the development and implementation of various planning documents such as transportation, land use and control, area and district planning, capital improvements, overlay zones and other long-range planning reports;
* Tracks growth patterns, trends in land use, community needs and other factors in developing recommendations for directing and regulating community development and related services;
* Works proactively with the general public, developers, architects, business and organizations, neighborhood associations and agency officials on current or proposed projects, programs, or events;
* Researches, writes and manages applicable grant programs, ensures compliance with related reporting requirements, administers contractual agreements with agencies;
* Composes and presents clear, accurate and comprehensive written and verbal reports, recommendations, press releases, presentations and other communication outreach;
* Researches, prepares and proposes new or revisions to related Town ordinances and codes;
* Serves as technical advisor to Town Boards and Commissions and other Town Departments and members of the public on planning, zoning, plan review, code enforcement and related matters; interprets ordinances and regulations as they apply to respective areas;
* Responds to and works to resolve citizen inquiries and complaints relating to the department and/or operations of the Town;
* Represent the Town on various regional and statewide committees or at various organizational meetings as required.

Performs other duties and responsibilities as needed or assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience providing the knowledge, skills and abilities necessary for excellent job performance. Minimum requirements are: a bachelor’s degree from an accredited college or university with major course work in planning, economics, public administration or a related field, five (5) years’ experience in planning, zoning, development or related field; and at least two (2) years’ experience in a lead planner, planning manager, or director or similar leadership/supervisory position.

Special Requirements, Licenses, and Certificates

* Must possess a valid drivers’ license (with the ability to transfer an out-of-state license to Arizona immediately) and maintain an acceptable driving record
* AICP certification a plus

Knowledge, Skills and Abilities

* Knowledge of the functions, principles and practices of urban growth and development, engineering, plan review, and associated approvals as well as sound planning practices in housing, zoning, land use, site planning, historic preservation and economic development;
* Knowledge of pertinent federal, state and local laws, ordinances, codes, statutes, rules, regulations and policies including keeping up to date on recent changes;
* Skills to use computer hardware and software programs, including econometric modeling and database management or GIS;
* Skills to work efficiently and meet deadlines on several projects or issues simultaneously; quickly identify problems and offer recommendations and solutions;
* Skills to analyze and interpret research for reports; apply regulations set forth in General Plan , Zoning Ordinance, and other technical documents; apply mathematic techniques;
* Ability to delegate and direct a variety of work and tasks;
* Ability to exercise initiative and excel in both team and individual settings, and be innovative and detail-oriented while involved in highly visible/controversial projects;
* Ability to communicate clearly whether verbally or in writing with individuals from various socioeconomic, ethnic and cultural backgrounds;
* Ability to establish and foster effective working relationships;
* Ability to be flexible in the face of change.

PHYSICAL REQUIREMENTS

This classification involves work that may require:

* Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
* Hearing sufficient to hear conversational levels in person and over the telephone or radio;
* Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
* Mobility sufficient to safely work in office settings and similar environments;
* Dexterity sufficient to safely operate office equipment including computers;
* Strength sufficient to lift, carry and move ten (10) lbs.;
* Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

* Work is generally performed within an inside office environment, however working in outside weather conditions is not unusual;
* Work may require travel throughout the Town to manage projects, or to attend meetings, training events, etc.;
* The noise level is varied but usual to that of an inside office environment, however outside work can produce varied and potentially loud noise levels particularly when equipment is operating;
* The employee may be required to walk over uneven flooring or outdoor terrain;
* The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
* While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and duties.

The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN’S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This 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 Town and requirements of the job change.

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Apply: <https://smrtr.io/j8x4->