

CITY OF PIEDMONT JOB DESCRIPTION



TITLE: Director of Community Development
DEPARTMENT: Community Development
REPORTS TO: City Manager
FLSA STATUS: Exempt

SUMMARY: This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of the Community Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Coordinates and implements goals and programs of the Piedmont City Council that promote growth and retention of a vital economy within the community.
- Recommends policies related to business growth, retention, and expansion.
- Develops and maintains updates to the Community Development Department's long and short-range goals.
- Develops and coordinates economic development marketing strategies and activities and creates promotional materials.
- Works with private businesses, public agencies, and the Chamber of Commerce to enhance the economic viability within the community.
- Enforces Zoning, Subdivision, and Building Codes and introduces amendments as needed.
- Oversees all zoning, planning, and mapping functions for the City.
- Serves as the administrative staff for the Planning Commission and Board of Adjustment. Prepares all agendas and agenda packets for those boards.
- Interfaces with the City Manager regarding communications and meetings.
- Performs other tasks as required. Other duties may be assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION / EXPERIENCE: Candidates must have a Bachelor's Degree, Master's Degree preferred, from an accredited College or University in Community Development, Planning, Public Administration, or related field. A minimum of five years' experience in a progressively responsible position, with local government experience preferred.

LANGUAGE SKILLS: Communicate effectively orally and in writing. Must have the ability to conduct effective public relations programs. Must be comfortable presenting information in a public forum.

COMPUTER SKILLS: Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, geographic information systems, and e-mail communication.

OTHER SKILLS and ABILITIES:

- A thorough knowledge of Community Development and planning strategies
- Extensive knowledge of community growth issues
- Knowledge of principles of supervision, training, and performance evaluation
- Extensive knowledge of local, state, and federal programs available for the furtherance of Community Development objectives
- Ability to prepare and administer a departmental budget
- Establishes and maintains positive, effective working relationships with departmental staff, other city departments, the public, regulatory agencies, advisory boards and citizen groups.

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

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The Director must be able to work around construction sites. The Director must be able to deal with the public on a continuous basis and must be able to maintain tact and diplomacy during potentially hostile conversations with contractors, citizens activists, and other individuals.

WORK ENVIRONMENT: The work environment characteristics described here 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. The Director is subject to working extended hours due to workload and after-hours meetings.

Employee signature

Date

City Manager signature

Date

Revised 18 May 2020