



POSITION DESCRIPTION

POSITION:	DIRECTOR	CIVIL SERVICE:	NO
DEPARTMENT:	COMMUNITY DEVELOPMENT	FLSA EXEMPT:	YES
DIVISION:	COMMUNITY DEVELOPMENT	UNION:	N/A
REPORTS TO:	ASSISTANT CITY MANAGER	PAY GRADE:	MG4

FUNCTION:

Under general administrative direction, to plan, supervise, manage and coordinate all community development and planning activities for the city; to prepare and administer the department's budget; and to perform related duties as required.

SUPERVISES:

Community Development Staff

EQUIPMENT USED:

Standard office equipment

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Prepares departmental budget and assists in the development of the Capital Improvement Program.
 - Plans, develops, coordinates, and implements activities related to city planning, construction codes and code enforcement.
 - Directs activities in planning, zoning, and land development including annexation, rezoning, subdivision, site plans, special use permits, variances and issuance of permits.
 - Completes a variety of forms and reports for submittal to numerous groups and individuals summarizing findings, recommendations, and plans.
 - Obtains information and completes grant application procedures.
 - Supervises and coordinates the development and revision of the city comprehensive plan, subdivision regulations, and zoning ordinance; building and housing codes; and other regulations related to community development.
 - Oversees the City's Floodplain Management Program.
 - Serves as staff to the Planning & Zoning Commission, Zoning Board of Adjustment, Board of Examiners and Appeals, and related boards and committees and presents staff reports and recommendations to those bodies.
 - Serves as liaison between the city and builders, contractors, developers, and various State and Federal agencies.
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ENTRY REQUIREMENTS AND SKILLS:

Bachelor's degree from an accredited college or university with emphasis in planning, community development or a related field and six (6) years of responsible administrative experience.

Ability to learn and understand local ordinances, state and federal rules and regulations; knowledge of zoning activities and code enforcement activities; knowledge of the principles and practices of public administration, budgeting and office management; ability to speak before, and establish and maintain effective relationships with associates, civic groups, special interest groups and the public.

REQUIRED SPECIAL QUALIFICATIONS:

- Shall be able to maintain a valid motor vehicle operator's license issued by the State of Iowa.
 - Certification by the American Institute of Certified Planners
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WORKING CONDITIONS:

- Works in office environment.
 - Frequently expected to participate in off-hour meetings.
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PHYSICAL REQUIREMENTS:

- Must be sighted
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must keep regular and reliable attendance at work.