



## **CITY OF WEBSTER CITY JOB BAND DESCRIPTION**

**POSITION:** Community Development Director

**JOB – BAND CLASSIFICATION:** Director

**Definition:**

Under the general direction of the City Manager responsible for planning, administering and coordinating both long-range and current community development and improvement programs and projects; gathering, interpreting, and preparing materials for planning studies, reports and recommendations pertaining to land use planning, zoning, and housing initiatives; coordinating and managing housing programs, funds, and related initiatives. Responsible for enforcing the city's zoning ordinances and providing professional support to the Planning & Zoning Commission and Board of Adjustments; represents City at regional boards and commissions such as regional council of governments and regional housing trust

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

- Makes recommendations in the formulation of policies and procedures for carrying out the land use planning functions of the city.
- Prepares programming and continuing analysis and revisions in the comprehensive master plan.
- Receives applications for proposed subdivisions for Planning Commission.
- Analyses, studies and recommends development concepts with development controls.
- Consults with private developers and individuals with respect to land use, property subdivision process, vacation & disposal of City owned properties and annexations.
- Advises the Commission with respect to zoning changes.
- Interacts with community groups, citizens, and businesses involved with planning and zoning related issues.
- Reviews materials submitted for the Planning Commission and the Zoning Board and makes recommendations accordingly.
- Conducts research and planning studies; prepares reports pertaining to surveys, studies and projects; makes recommendations.
- Make field investigations relating to projects in process.

- Provide information regarding applicable laws, regulations and ordinances.
- Prepares agenda items and write ordinances dealing with zoning, subdivision and building construction, growth management and other related issues.
- Coordinate & manage different City assistance programs (Down Payment Assistance & Rehabilitation Loan Program).
- Represent the City by serving on various boards and commissions.
- Prepares and oversees department budget.
- Reports to worksite as assigned
- Performs other duties of a similar nature or level as assigned.
- Serves as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances and strategic goals of the city.
- Coordinates and supports efforts within the city organization, community partners, and stakeholders to foster the retention and growth of existing businesses and enhancement of business services.
- Manages, monitors and issues required reports related to citywide TIF budgets and financing in coordination with the Finance Director.
- Manage or assist in completing other duties as may be assigned by the City Manager.
- Maintain confidentiality of work-related issues and City information.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:** Building Inspector

**Required Competencies:**

*Including but not limited to the following:*

**Knowledge of:**

Principles and accepted practices of public planning and of the socio-economic and legal aspects involved.

Research methods and sources of information related to urban growth and development.

Federal, state and local laws, codes, ordinances, regulations, and standards incident to planning and development.

General computer principles and applications; computer operations including spreadsheet, database, and project management software applications.

Principles of organization, administration, budget, and personnel management.

**Ability to:**

Plan, assign, and coordinate the work of professional, technical, and clerical personnel.

Interpret newly emerging attitudes in environmental and economic impact of urban planning.

Interpret planning and zoning programs for the public.

Identify, coordinate, and resolve a wide variety of interests in the development of land use policy.

Establish and maintain effective relationships with City officials, other governmental agencies, citizen organization, and members of the public.

Communicate effectively and persuasively in writing and orally.

Prepare and deliver effective public presentations.

Organize and manage complex projects.

Ability to gather and analyze data, evaluate alternatives, and make recommendations.

Work independently with minimal supervisor.

Establish and maintain cooperative working relationships with a variety of individuals, public and private agencies, interest groups, developers, etc., with divergent and conflicting outlooks. Select, train, supervise, and evaluate subordinates.  
Operate computers and related software applications.  
Keep information confidential.

**Education, Experience & Technical Skills Required:**

Bachelor's Degree with major course work in public administration, land-use planning, economics, or related field and a minimum of three years progressive, management-level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties such as those listed above. Valid Iowa Driver's License.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

**FLSA/Wage Hour Status:** Exempt