



JOB DESCRIPTION

Title: Community Development Director

Department: Community Development

Reports to: City Administrator

Pay Grade: 71

Date Adopted: February 15, 2021 (Resolution 6677)

Previous Revision Date: 1993

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Direct, manage, supervise, and coordinate the programs and activities of the Community Development Department. Oversee the Community Development Department budget.

Essential Functions:

1. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including permit issuance and building inspection.
2. Perform inspection of properties and building construction to assure compliance with building, plumbing, mechanical, gas, zoning, flood plain, vegetation, nuisances, and related ordinances and codes.
3. Review building permit applications for compliance with building code and other ordinances to determine whether a permit will be issued. Issue certificates of occupancy for all buildings upon final inspections.
4. Inspect existing buildings and structures to see that construction, alteration, maintenance, structural work, is completed in compliance with provision of applicable codes and ordinances. Inspect existing buildings to determine hazardous conditions, structural failures, or need for maintenance or repair in compliance with housing and building codes.
5. Oversee the inspection of nuisance properties; prepare and deliver notices; maintain and update records.

6. Administer enforcement of the plumbing, mechanical, and building codes, sign codes, flood plain regulations, and zoning ordinances. Recommend amendments to said codes and ordinances.
7. Monitor licensing of plumbers, assuring that all plumbers performing work within the City zoning jurisdiction meet all licensing requirements.
8. Recommend department policy, appropriate service and staffing levels; recommend and administer policies and procedures.
9. Direct, oversee, and participate in the development of the department work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
10. Evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
11. Coordinate community development activities with other City departments, contractors, and developers.
12. Recommend modifications to building and safety programs, policies, and procedures.
13. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay current on new trends and innovations in the field of building and safety.
14. Attend Planning and Zoning Commission meetings. Advise Commission on applications received for special use permits, plats, and subdivisions.
15. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Tracks the budget to prevent over spending.
16. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
17. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
18. Participate in planning and implementing capital improvements program; review plans, specifications and construction bids; monitor construction to ensure that the contractor is performing in compliance with contract specifications; initiate partial and final payments; approve final acceptance of project.
19. Attend professional development conferences, seminars, and classes.

20. Attend staff meetings and City Council meetings when required.
 21. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
 22. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 23. Keep confidential information confidential.
 24. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
 25. Travel and tour properties in adverse conditions, to include but not limited to, burned buildings, accident sites, construction sites, outdoor sites, remote sites, interior and exterior building inspections, etc.
 26. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
 27. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 28. Perform other work which is consistent with the essential functions of the job.
 29. Perform other duties as assigned.
-

Education and Special License(s)/Certifications:

Graduation from a college or university with an Associates or Bachelor's degree, and five (5) years paid fulltime experience in inspection of public, commercial, industrial, and residential buildings; two (2) years of which include administrative or supervisory experience; OR an equivalent combination of education and experience.

Experience:

Thorough knowledge of building materials and construction techniques.

Ability to organize and coordinate the activities of the Community Development Department.

Ability to establish and maintain effective working relationships with city officials, other governmental agencies, employees, and the general public.

Skills:

1. Excellent oral and written communication skills.
2. Leadership skills.

3. Basic mathematical and accounting skills.
 4. Analytical skills.
 5. Public Speaking/presentation skills.
 6. Project management skills.
 7. Time management skills.
 8. Facilitation skills
 9. Organizational skills.
-

Mental Requirements:

1. Ability to read and comprehend City, state, and federal regulations.
 2. Ability to work on or supervise several projects at once.
 3. Ability to work under distracting conditions.
 4. Ability to prioritize work.
 5. Mechanical aptitude.
 6. Ability to read and understand site plans and blueprints.
 7. Ability to analyze safety situations.
 8. Ability to train and guide others.
 9. Ability to comprehend confidential information.
 10. Ability to analyze complex problems, develop and implement solutions.
-

Physical Requirements:

1. Ability to make and receive phone calls.
 2. Hand and eye coordination adequate to input computer.
 3. Ability to sit and be attentive for extended periods of time.
 4. Ability to speak to an individual or group for an extended period of time.
 5. Be attentive for an extended period of time.
-

Supervisory Responsibility (Direct and Indirect):

Direct: Administrative Assistant
 Code Compliance Officer

Indirect:

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

2-16-21

Date