



JOB DESCRIPTION

COMMUNITY DEVELOPMENT DIRECTOR

SUMMARY

This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of Community Development for a full-service incorporated city within the state of Michigan. The Director of Community Development is a management employee with supervisory authority over several employees. The Community Development Director is responsible for administration of the City's Economic Development Corporation, Brownfield Committee, Blight Remediation Task Force, Building Authority, Zoning Board of Appeals (ZBA), and Planning Commission. The Community Development Director shall also serve as the City's Planning Director, as well as the City's Zoning Administrator. In each of these areas, the City Manager shall provide guidance, direction, and oversight, but the Community Development Director shall ultimately be responsible for their own work product and shall be expected to provide satisfactory progress in all areas of community development. The Community Development Director shall make recommendations related to community development to the City Manager, in conjunction with the public policies developed and decided by the City Commission. Upon the direction of the City Manager, the Community Development Director may also be instructed to make recommendations to the City Commission regarding proposed programs and policies that relate to economic development, planning and zoning, blight remediation, and other community development issues. Grant writing, grant procurement, grant administration, and grant reporting duties are also part of the responsibility of the Community Development Director, who, along with the City Manager, shall help oversee all City grants. The Community Development Director shall be directly supervised by the City Manager regarding day-to-day administration/management affairs. The Community Development Director shall also provide human resources assistance to the City Manager, who serves as the Director of Human Resources for the City.

SUPERVISION RECEIVED

Policies and objectives are set by the City Commission and are communicated to the Community Development Director through the City Manager. Special assignments are also made by the City Manager, who may be consulted with regarding difficult work situations or policy questions. The Community Development Director shall be directly supervised by and ultimately answerable to the City Manager. However, the Community Development Director is considered a "Director" level position, and as such, the Community Development Director is expected to perform many duties with considerable independence and is accountable for results. The work product of the Community Development Director is reviewed by the City Manager. City Commission members will also review reports and other documents prepared by the Community Development Director, and Commissioner comments regarding the quality and clarity of such reports are directed to the City Manager, who in turn, will review such issues, if any, with the Community Development Director. The City Manager hires the Community Development Director, who is directly supervised by and managed by the City Manager, with no direct oversight capability by the City Commission.

SUPERVISION EXERCISED

This employee directly supervises a moderately-sized staff of city hall administrative staff members and/or interns who are tasked with performing clerical and accounting tasks, amongst other duties. This employee also directly supervises certain "Department Head" level positions within the City, including the City Clerk and City Treasurer, who are both ultimately answerable to the City Manager. Other supervisor duties of the Community Development Director include supervising all city building inspectors and code enforcers, as well as direct oversight and supervision over the City Planning Commission and Zoning Board of Appeals.



MINIMUM REQUIRED QUALIFICATIONS (Knowledge, Skills, Abilities)

The following list of knowledge, skills, and abilities are considered minimum required qualifications that an employee in this role should have the equivalent of, upon appointment to the position:

- Knowledge of the professional principles and practices of community development.
- Knowledge of the professional principles and practices of economic development
- Knowledge of the professional principles and practices of planning and zoning, including zoning administration.
- Knowledge of the professional practices of grant writing and grant administration.
- At least two years of experience in economic development.
- At least two years of experience with planning and zoning practices and procedures.
- Knowledge of the standard laws, rules, procedures, and policies mandated by law that are applicable to municipal planning and zoning within the state of Michigan.
- Knowledge of basic computer science, including skill in typing and utilizing computer technology to a level sufficient to operate standard word-processing and data-processing software, including such programs as Microsoft Word and Microsoft Excel, amongst others.
- Knowledge of the techniques associated with blight remediation and code enforcement.
- Knowledge of basic personnel management to recruit, train and evaluate the performance of subordinate staff.
- Skill in compiling and evaluating complex data.
- Skill in creating, administering, and managing budgets.
- Skill in making oral and written presentations to large groups, including boards, commissions, and the public at large, with said presentations sometimes being broadcast for public consumption online or on television.
- Skill in establishing and maintaining effective working relationships with public officials, fellow employees, and the general public.
- Required education includes a bachelor's degree, or equivalent combination of training and work experience, in community development, economic development, planning and zoning, or a related field.
- Required experience includes at least two years of progressive responsibility and experience in community development, preferably including experience particular to economic development and planning and zoning practices.
- Most importantly, a team-oriented individual with a positive attitude and a strong work ethic is a must.

RESPONSIBILITIES AND DUTIES

An employee in this position may be called upon to do any or all of the following (note that this is a non-exhaustive list that does not include all tasks the Community Development Director may be expected to perform, as in some cases the Community Development Director may also be assigned special duties by the City Manager):

- Coordinates and implements goals and programs of the City Commission and the Economic Development Commission that promote the growth and retention of a vital economy within the City.
- Coordinates, implements, and supports the Planning Commission and ZBAs efforts to proactively address planning issues within the City, including the continually review and revision of the City's Master Plan, as needed, in addition to the implementation of said Master Plan.
- Creates and maintains an inventory of vacancies in commercial and industrial properties in the community and develops strategies to decrease vacancies within the City.
- Develops and coordinates economic development marketing strategies and activities, creates promotional materials, recruits new businesses to the area, and works with site selectors.



- Works with private businesses and public agencies to enhance the City's economic viability.
- Works with local Chamber of Commerce organizations and other civic groups to help plan, organize, and implement City-wide events aimed at increasing tourism and vibrancy within the City.
- Provides other assistance to local Chamber of Commerce and Tourism Bureau organizations, as directed by the City Manager.
- Serves as the Chairperson for the City's Economic Development Commission.
- Services as the Chairperson for the City's Brownfield Committee.
- Services as the Planning Director for the City's Planning Commission.
- Works directly with the City Attorney to ensure that the City's Planning Commission and ZBA remains compliant with all relevant federal, state, and local laws, rules, and regulations.
- Works directly with the City Attorney to ensure that all of the City's actions and ordinances relating to planning, zoning, blight remediation, and code enforcement are compliant with all federal, state, and local laws, rules, regulations, and ordinances.
- Services as the Zoning Administrator for the City to ensure compliance with the City's Zoning Code.
- Services as the Chairperson for the City's Blight Remediation Task Force.
- Coordinates with the City Manager to implement best practices, such as the Michigan Economic Development Corporation's 'Redevelopment Ready Communities' best practices.
- Coordinates with the City Manager to implement programs geared towards economic development focused on downtown revitalization, such as the Michigan Main Street program.
- Coordinates, supervises, and oversees all City code enforcement, as executed by other employees supervised by the Community Development Director.
- Coordinates, supervises, and oversees all building inspections within the City, as executed by other employees supervised by the Community Development Director.
- Supervises the City's Design Review Committee, which is a subcommittee of the City's Planning Commission; and makes recommendations to said Committee, as appropriate.
- Creates and administers Capital Improvement Plans and Asset Management Plans for all major assets relating to Community Development, including recreational assets.
- Provides oversight and guidance for the City's various recreation boards and committees to ensure that their actions support the overall community development plan, including tourism-related aspects.
- Assists the City Manager in the development of the City's yearly budget, specifically as it relates to all departments related to the Community Development Director's areas of supervision.
- Oversees revisions to the City's Master Plan and Zoning Code, as instructed by the City Manager.
- Drafts and implements a written Blight Remediation Plan for the City and utilizes said plan as the basis for the development and execution of a Blight Remediation Task Force consisting of city staff and volunteers.
- Serves on other Boards and Committees, as instructed by the City Manager.
- Attends meetings of City Boards and Committees, as well as meetings of various civic groups, even when such meetings are scheduled during hours other than traditional business hours.
- Occasional travel will be required, so possession of a valid driver's license is necessary.
- Complies with all City policies, protocols, and procedures.
- Performs other duties, as assigned by the City Manager.

ADDITIONAL DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

The following list of desirable qualifications is preferred, but not required for the position:

- Five years of experience in community development is preferred.



- Five years of experience in economic development is preferred.
- Five years of experience in planning and zoning is preferred.
- A Master’s Degree in community development, economic development, planning and zoning, or other related fields is preferred.
- Prior supervisory experience is preferred.
- Prior experience related to human resources is preferred.
- Prior municipal experience is preferred.
- Prior experience working in a similarly sized community is preferred.
- Five years of experience serving as a Planning Director is preferred.
- Five years of experience serving as a Zoning Administrator is preferred.
- Prior experience with the ‘Redevelopment Ready Communities’ program is preferred.
- Prior experience with the ‘Michigan Main Street’ program is preferred.
- Prior experience as a Community Development Director in a similarly sized community is strongly preferred.

OTHER REQUIREMENTS ESTABLISHED BY LOCAL CITY CHARTER/ORDINANCE

An employee in this role is also required to follow all applicable federal, state, and local laws, rules, regulations, charters, and ordinances.

Labor Classification

The Community Development Director is a supervisor-level salaried position that is generally exempt from overtime requirements under the Fair Labor Standards Act (“FLSA”). The Community Development Director is also considered to be supervisor for purposes of the National Labor Relations Act (“NLRA”), as the Community Development Director is considered to have authority, in the interest of the City of Buchanan, to assign and reward other employees, as described above, as well as the authority, in the interest of the City of Buchanan, to supervise and direct other employees, as described above, and that the Community Development Director’s exercise of such authority it not of a merely routine or clerical nature, but requires the use of independent judgment.

Required Physical Activities

The following physical activities are generally necessary for the proper execution of the job of Community Development Director. These physical activities may be accomplished either with or without reasonable accommodations:

Physical Activity	Frequency: (N) Never, (O) Occasionally, (C) Constantly
Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.	O
Remaining in a statutory position, often standing or sitting for prolonged periods.	F
Moving about to accomplish tasks or moving from one worksite to another.	O
Adjusting or moving objects up to 20 pounds in all directions	O
Adjusting or moving objects up to 5 pounds in all directions	F
Communicating with others to exchange information.	F
Repeating motions that may include the wrists, hands and/or fingers.	F
Operating computer equipment, copy machines, fax machines, and scanners.	F
Moving and reading heavy bound books and binders.	F



Physical Demands	
Sedentary work that primarily involves sitting/standing.	F
Light work that includes moving objects up to 20 pounds.	O