



Position Description Community Development Director

DEPARTMENT: Community Development
FLSA CLASS: Exempt
REPORTS TO: City Administrator
SUPERVISES: Building Officials, Community Development and Planning staff, Water Resources Technician
LAST REVISED: June 24, 2024

SUMMARY:

Under the general supervision of the City Administrator, the Community Development Director is responsible for organizing and directing the full range of the City's community development operations as they relate to planning, zoning, and economic development; residential and commercial ordinance administration; property maintenance codes and enforcement; developing and implementing a Lakes Management Plan; and other special plans, projects, and authorities/commissions. This position will also supervise Community Development Department personnel.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended to serve as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, organizes, directs, and evaluates the full range of activities within the Community Development Department.
- Directs and participates in the development and implementation of the Department's work plan by assigning work activities, project, and programs; monitoring workflow; and assessing work products.
- Evaluates the Department's operational efficiency and effectiveness; adjusts processes as needed, consulting with the City Administrator and City Council when required; and ensures quality service is delivered to all members of the organization and the public.
- Ensures that excellent customer service is provided to all members of the public.
- Develops and maintains the Department's short- and long-range goals.
- Prepares, recommends, and administers the Department's annual operating budget.
- Trains, motivates, evaluates, and coaches the Department's staff.
- Prepares and delivers agendas, reports, records, and related documents.
- Oversees compliance with all City, State, and Federal regulations.
- Leads the implementation and maintenance of the City's Comprehensive Plan, feasibility studies, strategic plans, and other plans/studies as directed by the City Administrator.
- Oversees the development and implementation of a Lakes Management Plan.



- Reviews city ordinances, programs, and policies pertaining to the Department and recommends updates as needed to the City Administrator and City Council.
- Enforces the Zoning and Building Codes and introduces amendments as needed.
- Develops, implements, and enforces property maintenance standards for all types of properties.
- Oversees the processing of applications for zoning, building, land use permits, site plans, and rental housing registration.
- Coordinates the development and redevelopment activities of the city, assuring that projects are planned and implemented consistent with established objectives and the City's Comprehensive Plan.
- Oversees the creation and maintenance of a vacancy inventory in commercial and industrial properties in the community and develops strategies to decrease vacancies.
- Consults with officials of the City, State, and Federal government to coordinate all phases of planning and community development.
- Coordinates with local, state, and regional resources to assist in business expansion and entrepreneurial development.
- Meets with developers and their agents for coordination of proposed projects and enforcement of applicable design standards.
- Works with the Housing and Redevelopment Authority to further housing goals, policies, and priorities.
- Advises and supports the Economic Development Authority, Planning Commission, and Board of Zoning Appeals.
- Attends meetings of the Economic Development Authority, Planning Commission, and City Council as well as various boards, committees, and special groups on an as-needed basis.
- Collaborates and builds positive relationships with business owners, contractors, developers, public agencies, and other key stakeholders throughout the community to promote business development/expansion/retention and enhance the city's economic viability; participates in business community events as needed.
- Provides information to the public and leads public education measures relating to community development functions; gives presentations to community groups, government entities, or the public as needed.
- Oversees community development marketing strategies/activities and promotional materials.
- Communicates and coordinates with other department heads and staff as necessary.
- Performs other duties and activities as assigned.

EQUIPMENT USED:

- Computer
- Mobile Devices
- Automobile
- Printer, copier, fax machine, phone, and other standard office equipment

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of community planning and development principles, practices, and processes.



- Knowledge of City legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Knowledge of economic development principles.
- Practical knowledge of the Uniform Building Codes, property maintenance codes, and code enforcement techniques.
- Knowledge of excellent customer service protocols and practices.
- Housing policy development experience.
- Ability to organize and manage multiple projects and establish priorities to effectively work under pressure and meet challenging deadlines with minimal supervision.
- Ability to plan, organize, and coordinate various meetings and activities.
- Ability to plan, organize, and coordinate ways to achieve community input.
- Ability to establish and maintain effective working relationships with other employees, the public, boards and commissions, and to work constructively toward resolving community issues with courtesy.
- Ability to effectively communicate with other employees, contractors, developers, City Council, and the public.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in community planning, economic development, public administration, or related field.
- Five years of progressively responsible experience in planning, economic development, community development, housing and/or redevelopment, including some supervisory experience.

PREFERRED QUALIFICATIONS:

- American Institute of Certified Planners (AICP) certifications.
- Certified Economic Developer (CEcD) or Economic Development Finance Professional (EDFP) certifications.
- Master's degree in community planning, economic development, public administration, or related field.

CONDITIONS OF EMPLOYMENT:

- Possession of a Minnesota Class D Driver's License or the ability to obtain one within 30 days of employment.

WORK SCHEDULE:

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday – Friday. Additional hours will be required, as this position is responsible to attend City Council meetings and other meetings as necessary.



WORK ENVIRONMENT/PHYSICAL DEMANDS:

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.

This position requires the employee to work alone, with others, around others, and have contact with the public. This position will work indoors.

Activities that will occur continuously include sitting, verbal communication, hearing, and performing repetitive motions with hands/wrists/fingers.

Activities that will occur frequently include problem solving, conducting written communication, displaying interpersonal skills, and standing.

Activities that will occur occasionally include walking, lifting, carrying, reaching, and hand/eye/foot coordination.

Activities that will occur infrequently include bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting/carrying up to 24 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date