

Job Description

DIRECTOR of COMMUNITY DEVELOPMENT

Reports to: Assistant City Manager
 Department: Community Development
 FLSA Status: Exempt
 Class Code:
 Pay Grade: 123
 Approved:
 Last Revised: 7/5/17

BRIEF DESCRIPTION:

The purpose of this position is to provide leadership and guidance to the Community Development Department which includes the planning, land use, historic preservation, building inspections, code enforcement, housing, redevelopment, neighborhood, urban renewal, and human relations programs of the City of Greenville. This is accomplished by providing direction and leadership to each division; developing and implementing policies and procedures; responding to inquiries and requests; developing goals and objectives for each area of responsibility; reviewing the status of major projects; and evaluating staff performance.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|---|-----------|
| 1 | S | Department Administration <ul style="list-style-type: none"> Manage department personnel. Oversee the hiring, training and development of department personnel. Conduct annual performance evaluations on direct reports. Address performance and conduct issues. Attends council meetings and creates reports concerning activities for which responsible as requested by the City Manager and/or Assistant City Manager. Coordinate and complete presentations and reports to the City boards and commissions. | 60% |

| | | | |
|---|---|---|-----|
| | | <ul style="list-style-type: none"> • Prepare regular reports on the department's activities and performance to the City Manager and/or Assistant City Manager. • Monitor the work of the City's inspections, planning, housing, redevelopment, code enforcement, historical preservation, and neighborhood relations divisions. • Execute high-level organizational strategies. • Conduct staff meetings. • Delegate and monitor work assignments. • Assist with the development of project schedules and scopes of work. • Review the status of major projects and initiatives. • Conduct program assessments by inspecting the department's efficiency regularly. | |
| 2 | S | City Planning <ul style="list-style-type: none"> • Manage and develop the City's planning program by providing supervision and direction for the program. • Conduct City planning assessments regularly. • Ensure planning work complies with the goals and objectives of the City. • Implement City policies, ordinances and directives. • Effectively delegate staff and budgetary resources. • Establish performance benchmarks. • Recommend and/or review changes to zoning ordinances, annexation requests, street closings, erosion control plans, rezoning requests, and various other planning requests and proposals. • Supervise and participate in the preparation of land use planning, transportation planning, community facilities development, parks planning, and other related community development plans. • Responsible for the overall direction of the City's Community Development Block Grant program (CDBG). • Conduct a variety of special studies as requested by City Council or City Manager. • Confer with other governmental agencies, local civic groups, and business leaders on planning and zoning activity. • Create a vision for the City's planning program to promote and guide the growth of the City. | 30% |

| | | | |
|---|---|---|----|
| 3 | S | Budget Oversight <ul style="list-style-type: none"> • Oversee financial resources by supervising department budget development. • Monitor and review department expenditures. • Manage grants applied for and allocated to the department. | 5% |
| 4 | S | Community Relations <ul style="list-style-type: none"> • Oversee the department's public outreach efforts and programs by ensuring the appropriate measures are being implemented. • Provide and designate department representation when necessary for events. • Anticipate issues in the community. • Compose responses to citizen inquiries. • Ensure responses to the public are appropriate and professional. • Educate the public on the operations and programs of the department. • Establish partnerships with various parts of the community. | 5% |

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- applicable federal, state, and local laws, codes and regulations.
- methods and techniques of effective report preparation and presentation.
- the principles and practices of local government fiscal management and long-term strategic planning.
- business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.
- principles and processes for providing customer service.
- design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- principles and practices of urban housing and community development planning.

Skilled in:

- considering the relative costs and benefits of potential actions to choose the most appropriate one.
- communicating effectively in writing and orally as appropriate for the needs of the audience.

Ability to:

- operate assigned equipment, including computer equipment and various software packages.
- work cooperatively with regulatory agencies, City officials, other employees, and the general public.
- work safely without presenting a direct threat to self or others.
- meet the mental and physical demands of the position.
- conduct research; analyze and evaluate data.
- prepare and maintain reports and records.
- perform a board range of supervisory responsibilities over others.
- work more than 40 hours in a workweek without additional compensation to perform assigned job duties, including evenings, early morning hours, and other times as needed.
- effectively organize thoughts and handle multiple projects simultaneously.

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Bachelor's degree in urban planning, business administration, public administration, geography or a related field from an accredited college or university; a Master's degree in public administration, urban planning or a related field is preferred. |
| Experience | At least seven years of progressively responsible experience in community development, urban planning, or a related field; At least two years of experience in a supervisory role. The successful candidate will have a demonstrated track record of accomplishment and experience in urban planning, housing, and community development and revitalization. |
| Supervision | Oversees the personnel within the City's Community Development Department. This includes managing and monitoring department personnel work performance, evaluating program objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. |
| Human Collaboration Skills | Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. |
| Freedom to Act | Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. |
| Technical Skills | Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |
| Fiscal Responsibility | This job title has responsibility for final approval of budgetary recommendations to the City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid driver's license; Must establish residency in city limits within six (6) months following completion of probationary period. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Constantly 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|------------------------------------|-------------|---|
| Standing | O | communicating with co-workers, making presentations, observing work duties, observing work site |
| Sitting | F | desk work, meetings |
| Walking | F | around work site, to other departments/offices/office equipment |
| Lifting | R | files |
| Carrying | R | files |
| Pushing/Pulling | R | file drawers, tables and chairs |
| Reaching | O | for files |
| Handling | F | paperwork |
| Fine Dexterity | F | calculator, computer keyboard, telephone pad |
| Kneeling | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | N | |
| Bending | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | F | from computer to telephone, getting inside vehicle |
| Climbing | N | |
| Balancing | N | |
| Vision | C | computer screen, driving, observing work site, reading |
| Hearing | C | communicating with co-workers and public and on telephone |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | O | driving |
| Other (specified if applicable) | | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, calculator, fax machine, general office equipment

ENVIRONMENTAL FACTORS:

| C | F | O | R | N |
|--------------|------------|--------------|--------|-------|
| Continuously | Frequently | Occasionally | Rarely | Never |

| D | W | M | S | N |
|-------|------------------------|-------------------------|------------|-------|
| Daily | Several Times Per Week | Several Times Per Month | Seasonally | Never |

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | N |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | N |
| Extreme Temperatures | N |
| Noise and Vibration | N |
| Wetness/Humidity | N |
| Physical Hazards | N |

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| F | O | R | N |
|---|---------------------------------------|-------------------------------------|-----------------------|
| Frequently From 1/3 to 2/3 of the time | Occasionally Up to 1/3 of the time | Rarely Less than 1 hour per week | Never Never occurs |

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | N |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | R |
| Noisy/Distracting Environment | R |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.