



JOB DESCRIPTION

Title: Housing & Development Director
Department: Community and Economic Development
Reports To: City Administrator
FLSA: Exempt
Date: November 6, 2023

SUMMARY

This is a senior executive level position that serves as the Department Head for the Community & Economic Development Department. Accordingly, the position is responsible for and coordinates the operations and activities of the department, which includes:

- Oversight of all development within the City
- Oversight and development of housing programs
- Oversight and implementation of the City's Comprehensive Plan
- Oversight and enforcement of the City's subdivision, zoning, building and other land use and development codes
- Enforcement of the City's property maintenance codes
- Oversight of permitting for residential, commercial and other types of construction
- Act as the Planning and Zoning Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Directs and participates in the preparation and planning of the City's comprehensive development plans and land use ordinances.
- Develops plans and programs for development and redevelopment of a diverse housing portfolio within the City of Perry.
- Directs development activities for the City and manages the permitting process for development projects. In doing so, the position ensures that appropriate communication and coordination of efforts occurs between and among planners, engineers, other departments of the City, outside agencies and applicants and their representatives involved in development review, permitting and/or construction.

- Oversees and direct actives of the department, including: zoning, planning, building, economic development and other duties and responsibilities. Is aware of and endeavors to meet the requirements of City, state and federal regulations.
- Assists in planning, organizing and administering complex redevelopment, Community Development Block Grant Programs and neighborhood development projects, programs and activities.
- Manages and supervises departmental operations to achieve goals within available resources, delegates work to subordinates, provides first-line supervisor of departmental staff, approving timesheets, requests for overtime and time off, trains new employees, performs annual performance evaluations of departmental staff.
- Works with internal and external partners on negotiating development agreements and developing strategies designed to market and recruit the City of Perry as a destination for development.
- Responsible for the coordination and/or preparation of various community and economic development projects and long-range plans as may be directed by the City Administrator.
- Working with departmental staff, other city departments and the City Engineer, inspects and approves plans and all phases of private construction and improvement work to assure the appropriate construction is completed in compliance with the zoning classification, plans, standards, specifications, special requirements, codes and regulations; issues correction notices or approvals as required.
- Supervises and assists in the maintenance, updating and completion of required reports to regulatory agencies and others; corresponds with regulatory agencies and others.
- Assures that all work performed in the Department meets the City's standards for customer service, accuracy, quality and efficiency.
- Assures maintenance and updating of the zoning and land use maps.
- Provides professional planning and development advice and coordinates the department's research and compiling of information for the Board of Adjustment hearings, Planning and Zoning Commission, City Council and City Administrator.
- Attends all Board of Adjustment hearings, Planning and Zoning Commission, City Council and provides staff assistance at meetings as requested by the City Administrator.
- Ensures the City's subdivision, zoning, building, property maintenance codes are reviewed, updated and enforced.
- Oversees the financial aspects of the department's operations, including accounting for department revenues and expenditures, preparing for the annual department budget, applying for appropriate grants and other outside funding opportunities. Also oversees the capital expenditures, such as vehicles, as needed. Assures that all operations of assigned unit are within authorized resources (i.e. budget, staffing).
- Coordinate the site plan and development plan review and approval process in addition to other departmental projects with developers, consultants, City Engineer, City departments and others.

- Represents the City at various regional boards and commissions as directed by the City Administrator.
- Attends workshops and seminars as approved to further develop knowledge, skills and abilities in order to develop new or to maintain and enhance areas of expertise.
- Assists other departments as requested.
- Follow OSHA procedures to ensure safety policies and procedures are enforced for the protection of crews, co-workers and public.
- Other duties may be required and assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

- Bachelor's degree in planning, architecture, landscape architecture, engineering, environmental studies, sustainability, urban geography, public administration, or similarly related field.
- Five (5) years of related work experience. Supervisory and/or administration experience; may consider other field related experience.
- Ability to express ideas effectively, verbally and in writing and to prepare comprehensive records and reports.
- Ability to establish and maintain effective working relationships with other officials, civic organizations, employees and the general public.
- Comprehensive knowledge of the advanced principals and accepted practices of municipal planning and zoning activities and recent developments in the field of urban planning.
- Valid driver's license and good driving record.
- Subject to a post-offer drug and alcohol screening and background check.

Preferred Training and Qualifications:

- Master's degree is preferred

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

- Driving, climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, felling, talking and hearing.
- Sitting 30 percent of the time, sitting and using arm/leg controls 20 percent of the time
- Standing (but not walking) 10 percent of the time.
- Standing and walking 40 percent of the time.
- Frequently lifting objects less than 10 pounds.
- Routinely lifting objects from 10 to 25 pounds.
- Infrequently lifting objects from 25 to 50 pounds.

Cognitive Demands

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed.

Language Ability and Interpersonal Communications

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

Environmental Adaptability

The work is performed inside and/or outside and includes being exposed to extreme heat/cold, noise, mechanical hazards, electrical hazards, chemical hazards, oils, confined spaces, and darkness or poor lighting conditions.

Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the City Administrator.

The City reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.