

# CITY OF HELENA



**Position Title: Director**

**Department: Community Development**

**Position #: 16006**

**Grade: 166**

**EEO Category: (2) Professionals**

**FLSA: Exempt**

**EEO Function: (10) Community Development**

**Work Comp Code: 8743**

## **DEFINITION**

Under general administrative direction performs a variety of supervisory, administrative and professional work in the development and implementation of community development plans, programs and services; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

## **SUPERVISION RECEIVED**

Works under the general guidance and direction of the City Manager.

## **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical and clerical staff in the Building and Planning Divisions either directly or through subordinate supervisors.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Manages and supervises community and economic development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional planning and development advice to supervisors and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Supervises the development and implementation of growth management, land use, economic development, housing, transportation and/or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Administers Community Development Block Grant (CDBG) and other state and Federal grant programs as assigned.

Supervises the evaluation of land use proposals for conformity to established plans, codes ordinances and laws; Oversees the evaluation of proposals' development impact as they relate to the adopted plans of the City and makes recommendations. Oversees approval of development permits, sign permits, short subdivision plats, boundary line adjustments, and land development proposals within scope of authority and responsibility.

Oversees the enforcement of a variety of codes, including the officially adopted Building Code, Code, Uniform Plumbing Code, Electrical Code, Energy Code other building related codes and other local codes such as community decay and d zoning, etc and the issuance of . correction notices and citations.

**Important & Essential Duties cont.:**

Acts as the liaison to the Fire Marshall, Parking Commission and Business Improvement District (BID), Historic Preservation Commission, Tax Increment Financing Advisory Board, Land Conservation and Development Committee, Planning Board, Zoning Commission, Board of Adjustment, Building Board of Appeals, Helena Housing Authority and the Americans with Disabilities Commission.

Provides staff support to various boards and commissions, as needed and assigned.

Oversees all ADA activities within the City not related to employment.

Supports all tax increment financing and redevelopment activities with the exception of accounting and taking minutes.

Communicates official plans, programs, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

Oversees the permitting functions of the department, including application, fee assessment and collection, application and plan review, permit issuance, inspection, and occupancy.

Prepares and administers annual operating budget.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, overlay, and sketches pertinent to urban planning and development programs and projects.

Monitors inter-governmental and legislative decisions affecting department operations, confers with the City Manager and takes appropriate action as directed.

Serves when needed as a member of a task force or committee composed of city, county, state or private groups.

Prepares and writes grant applications.

Oversees the development and maintenance of a database of information for planning and community development purposes.

**Important & Essential Duties cont.:**

Responds to local citizens inquiring about community development, planning and zoning regulations and ordinances; resolves complex disputes between planners, program manager and applicants, as required.

Negotiate contracts with consultants for various special projects within the Department.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Zoning laws, subdivision regulations and growth policies and comprehensive plans including their formation, process of adoption, and enforcement.

Extensive knowledge of planning programs and processes.

Working knowledge of personal computers and GIS applications.

Considerable knowledge of HUD Community Development Block Grant, HOME and other community urban development related programs.

Analytical techniques, statistics, drafting, and graphics.

Alternative revenue sources, grant writing, and grant administration.

Advanced principles and practices of municipal budget preparation and administration.

Theories, principles, and practices of current and advanced planning, economic development

**Skill to:**

Operate personal computer, including word processing; motor vehicle; calculator; phone; and copy and fax machines.

**Ability to:**

Communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public.

Establish positive and effective working relationships with architects, contractors, developers, owners, supervisors, employees, and the general public.

**Ability to cont.:**

Prepare and analyze comprehensive and technical reports and data.

Provide administrative and professional leadership and direction for the Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development services.

Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to the community, City Manager, all Boards and City Commission issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Research, collect, compile, and analyze information and data.

Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.

Prepare and deliver effective oral presentations.

Prepare and write grants.

Prepare clear and concise administrative and financial reports.

Perform accurate mathematical and statistical computations.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

**Physical Demands**

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations

**Work Environment**

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Six years of responsible planning, redevelopment, economic and/or community development experience including at least three years of management and supervisory experience.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, planning, environmental studies, geography, or a related field. A Master's degree is desirable.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective Date: January, 1999

Updated: November, 2008