

COMMUNITY DEVELOPMENT ADMINSTRATOR

DEFINITION

Under administrative direction of the Mayor and City Commission, Community Development Administrator plans, manages, oversees and directs the operations and services of Community Development which includes current and advanced City planning, building, redevelopment activities, and economic development for the City; coordinates activities with other City officials, departments, outside jurisdictions, organizations and the public; provides staff support to the Mayor, City Commission, and Planning Commission; performs other related duties as required.

EXAMPLE OF DUTIES

- Works with the Mayor and Commission to Develop, implement and maintain goals, objectives, policies and procedures for zoning, and the community development department. Evaluates work methods and procedures for improving performance, enhancing service and meeting department goals; ensures that goals are achieved.
- The Administrator ensures compliance with applicable federal, state and local laws, codes and regulations; interprets and enforces a variety of laws, codes, ordinances and regulations including environmental laws.
- Participates in all advanced and current planning, building, economic development, redevelopment and design review activities for the City; Participates in the maintenance and update of the City's Comprehensive Plan; evaluates projects for consistency with the Comprehensive Plan, zoning and subdivision ordinances, and other applicable rules, regulations and policies; directs building inspection and building code compliance activities and ensures compliance with appropriate laws, ordinances and regulations.
- Serves as liaison with appropriate federal, state, regional, county, city and special district agencies as needed on City planning related matters; provides staff support to the Mayor, City Commission, Council subcommittees, and Planning Commission; develops recommendations for policies, laws, ordinances, resolutions and programs related to Community Development activities.
- Assists the Commission in Community Development; may prepare justifications or forecast any necessary funds for development; reports to the commission monthly on operations. Prepares a budget to promote and manage economic development activities; recommends expenditures; discusses and resolves budget issues with appropriate staff; recommends adjustments as necessary.
- Works with City staff, police, building official and Planning & Zoning, administering zoning and subdivision regulations; acts as zoning administrator for the City; promotes zone district boundaries as established by Planning & Zoning; utilizes code requirements to process zoning complaints; works with Engineering reviewing building plans for compliance with established zoning ordinances; prepares reports and makes recommendations to Planning & Zoning, arranges public hearings, issues finding, prepares and presents written and oral reports, and performs other duties of zoning administration.
- Receives new Plats and works with City Engineering to administer plat review, for creation of new plats, monitors progress and assures proper filing of plat with County.
- Provides staff support, prepares materials, makes presentations at public meetings or hearings of the City Commission, Planning Commission, Community Development Agency Board, Design Review Commission, Economic Development Committee, Citizens Advisory Committees, public and private agencies, and community groups to facilitate community development and coordination of area-wide development.
- Coordinates city activities such as organizing mayoral, commissioner functions which promote economic development.

- Oversees consultants, contractors, conducting redevelopment projects, planning studies, economic development projects, historical research, geographical studies, Comprehensive Plan development and other services.
- Serves as a resource for the Mayor, City Commission, City staff, between other organizations and the public; coordinates pertinent information, and resources necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on neighboring community, county and state issues relative to the field of planning, building inspection and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, City staff and the public.
- Other duties as assigned.

REQUIREMENTS

Knowledge of: Methods, practices, and techniques to apply the principles and procedures of municipal planning and development, including laws, codes, regulations and ordinances related to subdivision, annexations, zoning, land use, transportation, housing, redevelopment, environmental impact assessment; general financial sources for community development and redevelopment, including grants, private/public partnerships, bonds, and taxes; the municipal government operations; principles and practices of records management, organizational development, personnel administration and public administration including budget development.

Skill in: Complex long and short range planning, economic development and redevelopment activities; quantitative and analytical analysis with emphasis in land use planning and economic development; analyzing and interpreting maps and aerial photos; conducting on-site assessments of properties in terms of their development and potential land related environmental issues; preparing correspondence, complex technical reports, grant applications, resolutions and ordinances; making oral and written presentations; establishing and maintaining cooperative and effective working relationships with administrators, co-workers and general public; formulating and implementing programs to resolve community problems, meet community needs and balance diverse community interests; operating an office computer and a variety of word processing and software applications.

OTHER REQUIREMENTS

Must possess a valid South Dakota Drivers' License; must be willing to work nights, weekends, on-call, as necessary.

DESIRABLE TRAINING AND EXPERIENCE

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outlined above. An example would be:

Equivalent to graduation from college with a degree in business management, or a closely related field and at least two years of work experience in planning, building, economic development and/or redevelopment which involved data analysis, report writing and providing and explaining a wide variety of technical information and requirements to the public. Previous experience in working with grants administration is highly desirable.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily duties. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position

requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.