



Job Description  
Job Code: 505  
Range 28

## COMMUNITY DEVELOPMENT MANAGER

**POSITION DESCRIPTION:** Under executive direction, administers the activities of the Planning and Building Departments, including building safety & permits, planning, zoning, housing, economic development, revitalization and redevelopment, historic preservation, code review, design review, technology and transportation planning. Manages the activities of the City's Code Compliance program. Serves as staff liaison to the City's Planning and Zoning Commission. Provides highly responsible, complex administrative support to City management staff and the City Council. Ensures that development and re-development are in accordance with applicable statutes, ordinances, codes, regulations, administrative directives, and the desires of the community as embodied in the General Plan. Seeks grant funds to address problems and opportunities for the community. Actively supports and upholds the City's stated mission and values. Performs related duties as assigned.

**CLASSIFICATION:** This is an exempt, full-time, classified position with full benefits.

**ESSENTIAL FUNCTIONS:** This list is illustrative only, and not a comprehensive listing of all functions and tasks performed by incumbents of this classification:

### TASKS:

Establishes general policies and procedures for the Planning and Building Department; prepares and oversees annual budget for the Department; represents the department at meetings; makes final Department decisions; takes final action on code amendments; interacts with other department heads on matters of mutual concern or interest; makes decisions on promotions, demotions, or disciplinary actions; evaluates performance of subordinate staff.

Negotiates with developers to optimize land use decisions; trains and leads staff; develops new plans and ordinances to meet state requirements and the needs of the community; represents the City at the state level; coordinates and leads the regional planning efforts with nearby communities and Yavapai County.

Presents complex materials to the City Council and other boards and commissions for their review and consideration; seeks to resolve conflicts and disputes that occur in the development and construction process; provides input to the Development Services General Manager and supports the administration and management team at the City; manages the Planning and Building Department by providing advice, coaching, guidance and monitoring.

Monitors the development process and attempts to mediate potential problems; meets with developers and others to discuss projects; coordinates with City departments and outside agencies; leads initiatives and assumes leadership in public planning projects becomes involved in regional planning efforts; completes special projects for the City Council and City Manager; (i.e. Community Development Block Grant (CDBG) projects.

Oversees the geographic information mapping systems projects; represents the City in the Rural Economic Development Initiative (REDI); completes subordinate performance evaluations, and other personnel related matters; produces and submits reports (e.g. budgetary, fiscal, weekly, monthly, quarterly, etc.); prepares and administers plans within the policies of the City; supervises the preparation, revision, and administration of the zoning and subdivision ordinances and zoning map.

## **Community Development Manager – (Continued)**

Advises and assists the City Manager, Development Services General Manager, and subordinate employees in a variety of work related matters including the interpretation and application of policies and processes.

In conjunction with City Manager, Development Services General Manager and City Council, formulates, develops, maintains and promotes a vision for future city-wide community development.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitor workflow; reviews and evaluates work products, methods and procedures.

Coordinates activities with those of other City departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.

Makes presentations before the City Council and other boards, commissions and community organizations.

Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment materials, and supplies; monitors and approves expenditures; and implements midyear adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as and when necessary.

### **KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

Knowledge of applicable Federal, State and local laws, ordinances, statutes, rules, regulations, policies, and procedures.

Knowledge of the principles and practices of Community Planning, economic development and various grant programs.

Knowledge of the nuances of economic development in the rural areas of Arizona.

Knowledge of the principles and operations of electronic data processing.

Knowledge of the methods and practices of locating and obtaining funding sources.

Knowledge of zoning code administration and enforcement of zoning regulations.

Skill in the preparation and presentation of complex material in both formal and informal settings to a variety of boards, commissions, and community groups.

Skill in developing and maintaining effective interpersonal relations.

Skill in written communications.

Skill in analyzing data and drawing valid conclusions.

Skill in developing and maintaining effective resources throughout the Verde Valley.

Skill in conducting research and providing meaningful results.

## **Community Development Manager – (Continued)**

**Interpersonal skills:** Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

**Integrity:** Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

**Professionalism:** Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

**Initiative:** Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

**Customer Service:** Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

**Planning and Organizing:** Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

**Dependability and Reliability:** Responsible and consistent in fulfilling obligations; diligently meets deadlines; and complies with organizational rules, policies and procedures.

**Willingness to Learn:** Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands and participates in training to address; and seek constant feedback.

**Critical and Analytic Thinking:** Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

**Teamwork:** Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

**Problem Solving and Decision Making:** Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

**PHYSICAL REQUIREMENTS:** This classification is predominantly in an office environment, but does require frequent visits to field projects. Ability to traverse steep and uneven terrain while performing tasks is required.

**MINIMUM QUALIFICATIONS:** The equivalent of a bachelor's degree from an accredited college or university with a major in planning, economic development, or a related field. Master's degree preferred. Eight (8) years experience in planning, zoning, economic development or a related field including two (2) years experience in a supervisory or management level. Must have experience managing multiple projects simultaneously.