

City of Cottage Grove
Job Description
COMMUNITY DEVELOPMENT DIRECTOR

Department: Community Development	FLSA: Exempt
Reports to: City Manager	Representation: Non-Rep
Pay Range: 34	Date Adopted:

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Administers plans and directs the operations of the Community Development Department; does related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this classification is responsible for the overall operations of the Community Development Department which includes but is not limited to current and long range land use planning, historic preservation, economic development, building review and inspection program, emergency management program and code enforcement. Work is performed under the general direction of the City Manager who reviews work primarily on the basis of effectiveness and results obtained. Direct supervision is provided to City Planner, Administrative Aide and Code Enforcement Officer. The employee also manages and oversees the operation of and contract administration for Building Inspection Services.

ESSENTIAL FUNCTIONS:

1. Evaluates, develops and implements programs, policies and procedures to assure the effective and efficient operation of the Community Development Department in compliance with directives from City Manager and federal, state and local laws.
2. Prepares departmental annual budgets; reviews and monitors expenditures to remain within established budgetary constraints.
3. Plans and establishes departmental short-term and long-range goals and objectives and reviews progress.
4. Maintains open communication with the City Manager regarding development, enforcement, land use and emergency management issues.
5. Confers with City Manager to develop programs or activities to address land use, development and enforcement needs in the community.
6. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and making hiring and termination decisions.

7. Prepares and/or reviews reports and maintains records necessary to community development activities.
8. Oversees the recruitment, hiring and delivery of work by third party consultants.
9. Obtains and administers grants.
10. Prepares written reports of findings and recommendations; communicates related information orally and in writing.
11. Represents the department to various committees, commissions, community groups, City Council and the public.
12. Responds to complaints, concerns and issues.
13. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality customer service.
14. Administers, coordinates and provides staff support to a wide variety of advisory commissions and groups such as: City Planning Commission, Historic Landmark Commission, Cottage Grove Community Foundation, South Lane Wheels Board and the Lane Preparedness Coalition.
15. Administers the Certified Local Government Program and supervises historic preservation programs.
16. Coordinates the administration and supervision of the Main Street Program with the Economic and Business Development District and Community Development Corporation.
17. Functions as the designated Emergency Program Manager for the City and is the liaison with other emergency management programs at the county, state and federal level. Coordinates with the Chief of Police, Chief of South Lane Fire & Rescue District and the Lane County Emergency Manager in the delivery of the emergency management program. Ensures compliance with federal standards so the City is eligible for disaster funds should a disaster occur.
18. Participates as a member of the City's management team in the consideration of general City policies, risk management, programs and problems.
19. Meets with community groups, clubs and civic groups.
20. Represents the City and Community Development & Emergency Management in media reports.

IMPORTANT FUNCTIONS:

1. Serves as Enterprise Zone Administrator.
2. Serves as the Floodplain Manager for the City.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In the performance of job duties, the employee is required to sit, stand, communicate, discern alarms or notices, stoop, kneel and crouch. Attend meeting for prolonged periods of time. Manual dexterity and coordination are required while operating equipment such as computers, cell phones, handheld devices, radios, multi-line phones, calculators and standard office equipment.

More than 75% of the work occurs in usual office working condition where the noise level is typical of most office environments. The remaining 25% of work can be expected at public meetings or onsite meetings, job sites or other areas with uneven terrain, construction equipment and higher noise levels generally associated with construction.

JOB SPECIFICATIONS:

Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.

Education & Experience:

1. Bachelor's Degree in Planning, Community Development, Business Administration, Public Administration or related field required. Master Degree in Planning, Community Development, Business Administration or Public Administration or related field preferred. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job effectively and be able to complete forms and reports as required by the position.
 - a. Minimum of 5 years of local government experience in community development, including at least 2 years with supervisory or administrative experience.
 - b. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

1. Comprehensive knowledge of or ability to become knowledgeable of Oregon laws related to land use planning, building codes, regional issues, code compliance practices, housing assistance, social services and economic development practices and programs.
2. Excellent communication and facilitation skills, including the ability to address large formal and informal groups such as Planning Commission and City Council and facilitate public processes. The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Organization.
3. Excellent leadership, interpersonal, judgment and organizational skills.
4. Ability to maintain and promote effective working relationships with and between coworkers, the public, elected officials and other agencies.
5. Excellent conflict resolution skills and ability to manage controversial situations.
6. Knowledge of safety standards, practices and procedures applicable to area of assignment.
7. Knowledge of and ability to read and implement applicable federal, state and local laws, ordinances, policies, administrative rules or regulations.
8. Knowledge of local budgeting and recordkeeping requirements.
9. Knowledge of grant administration, budgeting, recordkeeping and reporting requirements, with specific skills related to FEMA grants and public assistance.
10. Ability to write and successfully obtain federal, state and private grants.
11. Ability to write and process through adoption local plans, ordinances and resolutions.
12. Ability to read and understand organizational policies and manuals.
13. Ability to work independently in the absence of supervision.
14. Ability to supervise and provide direction in a multi-task environment.
15. Ability to work as a team member.

16. Ability to use computers, laptop and related software associated with Community Development Department operations.
17. Ability to use radio and communication equipment.
18. Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues and individuals inside and outside the City. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
19. Ability to perform the essential functions of the job.

Special Requirements and Certifications:

1. Must possess a valid Oregon driver's license or ability to obtain one within six months. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.
3. American Institute of Certified Planners (AICP) Certification preferred or ability to obtain certification within one year.
4. Certified Floodplain Managers (CFM) Certification preferred or the ability to obtain certification within one year.
5. Must possess Oregon Basic Applied Series (BAPS) and Professional Development Series Certifications through the Oregon Office of Emergency Management or the ability to obtain certification within one year.