

Community Development Director/City Planner

Class Title: Community Development Director/City Planner

Department: Community Development

Salary Range: Range 31, \$86,570 to \$112,965 annually

Location: City Hall

Date; March 27, 2019

POSITION PURPOSE:

Directs and administers the City's Community Development and Planning functions. Responsible for initiating, directing and supervising of all matters related to community and economic development and city planning.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED:

Supervises directly the Zoning Administrator/Inspections Assistant, contracted Building Inspector, Electrical Inspector and Plumbing Inspector. May be assigned additional supervisory responsibilities by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers all community and business development loan and incentive programs, redevelopment, blight elimination, brownfields and housing assistance programs.

Presents studies, conduct public hearings, and provide written and verbal reports and recommendations to the City Manager and City Council, as well as various City boards and committees. Engages with staff of various City departments in preparing and presenting such studies, reports and presentations.

Works with developers, as needed, to guide them through the development process and to serve as an effective information resource; coordinates activities between departments and other entities relating to community development issues and projects.

Works with community, area and regional organizations that assist in community and economic development, including Two Rivers Main Street, Progress Lakeshore, Chamber

of Manitowoc County, New North and others, to promote economic development in Two Rivers.

Oversees and implements policies regarding the City's industrial parks, including the coordination of all land sales, options/rights of first refusal, administration of protective covenants and development activities within the parks.

Administers State and Federally-funded programs including grants for community and economic development, brownfields, the Community Development Block Grant Program

Prepares, submits, and handles all communications for City grant applications related to community and economic development.

Administers all grants related to community and economic development.

Works with existing local businesses to address their needs, to retain such businesses and assist them in new investment and expansion in the community.

Recruits new businesses to move to Two Rivers.

Serves as a point of contact and resource for potential start-up businesses; refers such start-ups to appropriate resources, such as Two Rivers BizStarts, SCORE, and UW Green Bay's Small Business Development Center.

Manages the City's TIF districts, with duties that include including new district creation, amendments, reporting and close-out, in cooperation with Finance Department.

Assists in pursuing various means of financing support for business and industry.

Actively monitors Federal and State legislation and program proposals impacting local planning, zoning, community and economic development; advises City Manager and City Council on such matters.

Stays current on new laws, grant programs and financing tools related to local community and economic development; develops strategies to take advantage of such new laws, grants and financing tools for the benefit of Two Rivers.

Oversees contract with realtor responsible for marketing the City's Sandy Bay Highlands Conservation Subdivision.

Develops, initiates, and provides assistance to special projects such as programs for neighborhood blight elimination and redevelopment.

Administers the activities of the Department, including the assignment of work activities for projects and programs undertaken and maintaining the City's comprehensive plan, ordinance revisions, and documents related to land use policy and zoning.

Directly advises the City Manager and City Council, along with other boards and committees as directed by the City Manager.

Works with the Engineering Department to optimize use of the City's computerized Geographic Information System for planning and community development purposes.

Provides staff support to the Plan Commission and Zoning Board of Appeals, working with the Zoning Administrator/Inspections Assistant.

Oversees all updates and amendments to the Comprehensive Land Use Plan. Develops, presents and administers action plans for plan implementations.

Reviews and presents recommendations regarding all zoning and Official Map text and map amendments, subdivisions, vacations, site plans and other planning documents to various public bodies for their review, including holding of public hearings in conjunction with the Zoning Administrator and other staff.

Reviews and administers the budgets for Community Development/Planning and Zoning/Inspections.

Regularly attends meetings of the City Council, Plan Commission, Business and Industrial Development Committee and Community Development Authority; attends meetings of other committees as required.

Serve as Executive Director of the Business and Industrial Development Committee and the Community Development Authority.

Manages consultant selection, contracts, and evaluation for planning, zoning, community and economic development related consultant services.

Coaches, trains, and evaluates supervised staff per City policies and procedures.

Serves as a member of the City's senior management team, advising the City Manager and City Council on major policy issues.

REQUIRED QUALIFICATIONS:

Education: Bachelor's degree with major course work in planning, geography, economics, business or public administration, business finance or a related field.

Experience: Minimum seven (7) years of progressively responsible experience (minimum of four years which include management and/or supervision) in the economic development and/or planning profession.

In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position. Competencies in areas such as business retention and

expansion, real estate development and reuse, and economic development finance/credit analysis preferred.

Certifications/Licenses: Possession of, or ability to obtain certification as a member of the American Planning Association (APA) or American Institute of Certified Planners (AICP) within one (1) year of the date of employment. Such certification shall be maintained as an ongoing condition of employment.

Economic development financing certification by National Development Council (NDC), International Economic Development Council (IEDC), preferred. Must possess a valid Wisconsin driver's license.

DESIRED QUALIFICATIONS:

Education: Master's degree in planning, business or public administration or a related field.

Certifications/Licenses: EDC certification as a Certified Economic Developer (CEcD).

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of the principles and practices of planning, zoning, development, redevelopment, housing, construction and maintenance

Knowledge of economics, urban design, real estate sales and development practices, business and municipal finance and other related subjects as applied to community development.

Knowledge of Wisconsin TIF law, procedures and practices.

Knowledge of other municipal financing programs including industrial development revenue bonds and tax credit programs.

Knowledge of the Wisconsin law relating to land use and development.

Skill in collecting, compiling and analyzing complex data, and presenting such analyses in a manner appropriate to the issue and audience in question.

Skill in negotiating development agreements, and other complex agreements and contracts.

Skill in assisting businesses and citizens with complaints or concerns regarding City ordinances, policies and enforcement activities.

Skill in assembling and presenting information to effectively market a community.

Ability to communicate clearly, both orally and in writing.

Ability to make effective group presentations.

Ability to conceive, plan, oversee and guide planning and design projects.

Ability to effectively plan for and manage multiple projects.

Ability to use computer operating systems and programs, including MS Word, Excel, Access and PowerPoint.

Ability to work effectively under deadlines.

Ability to work non-standard hours, including evenings and weekends, as necessary.

OTHER REQUIREMENTS:

This position requires an individual who is an independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.

PHYSICAL DEMANDS:

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

Manual Dexterity: While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; and coordinate hands, eyes, feet and limbs in performing movements such as; data entry, and operation of computer keyboard, telephone and calculator. The employee often may be required to climb or balance, stoop, kneel or crouch.

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.

WORKING CONDITIONS:

The environmental adaptability described herein is 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.

The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore

subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

NOTE: The duties and responsibilities listed in this position description are intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical extension of or assignment to the position. In addition, this position description is intended to outline the minimum qualifications necessary for entry into the position, and does not necessarily convey the qualifications that may be required of an incumbent employee in this position in the future.

This position description does not constitute an employment agreement between the employer and employee and is subject to modification by the employer, in its sole discretion, as the needs of the employer change.

New Position—Description approved by City Council on: _____

Date

Approval: _____

City Manager

Date