

Job Description
Deputy City Administrator

Position Title: Deputy City Administrator/Community Development Director

Department: Community Development

FLSA Status: Exempt

Primary Objective of Position

The Deputy City Administrator is responsible for the planning and implementation of assistance programs for development and redevelopment of residential, commercial and industrial land that help shape a vibrant, sustainable community. In addition, the Deputy City Administrator works to provide cross functional administrative project leadership, capital development project administration, and management analysis for the organization. This position description is not a complete description of the role of the Deputy City Administrator/Community Development Director.

Essential Functions of the Position

1. Provide Leadership to the Community Development Department, including the Planning Division, Economic Development Division and Building Safety Inspection Division.
2. Assist the City Administrator with a variety of special projects, especially strategic planning and capital planning projects.
3. Serve as the Acting City Administrator in the absence of the City Administrator.
4. Represent the City in a variety of settings, especially land use developers, building contractors, real estate brokers and business owners.
5. Coach projects through the Planning and Zoning approval process.
6. Advance the City Council's strategic goals for community planning and economic development.
7. Prepare, implement and monitor annual department budgets and work plans.

General Leadership for Community Development Department

1. Prepare Annual Budget and Work Plans for Planning Division, Economic Development Division and Building Inspection Division.
2. Ensure that the Department Structure effectively delivers services consistent with the City Council's Strategic Plan.
3. Provide support for Staff Liaisons for the Planning Division, Economic Development Authority (EDA) and Environmental Policy Board (EPB).
4. Attend all City Council Meetings.
5. Attend all EDA Meetings.
6. Attend Planning Commission and EPB as needed.

Planning and Zoning Administration/Development Review

1. Chair the multi-departmental Development Review Committee.
2. Monitor and implement the City's Comprehensive Plan, including coordination with the Metropolitan Council.
3. Manage long-range planning projects such as corridor plans and small area plans.
4. Ensure that goals and metrics for Land Use Applications, Building Permits and Inspections meet the expectations of the community.
5. Demonstrate planning skills of developing healthy, mixed-use residential strategies for a City.
6. Research and keep abreast of economic trends; monitor local, state and federal legislation and regulations that impact community development.
7. Provide timely issuance of building permits and completion of inspections to ensure code compliance.
8. Negotiate and implement development agreements for new and redevelopment agreements including coordination of housing subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.
9. Advance the City's housing goals and ability to assemble funding sources.

Economic Development

1. Provide leadership and guidance to the Economic Development Manager in administering economic development goals and policies, including Tax Increment Financing (TIF), Revolving Loan Fund (RLF) and Business Retention and Expansion (BRE) Program.
2. Maintain knowledge of available public and private financing resources including local bank financing, state assistance, and other funding sources.
3. Oversee submittal of grant applications and other funding opportunities to further the city's community development

Code Enforcement

1. Provide general support to the Senior Planner and/or his/her/their designee related to Code Enforcement Case management, Mediation and Resolution.
2. Administer the Appeals Process to Notice of Violations.

Special Projects and Public Finance

1. Assist the City Administrator in Annual Strategic Planning Session.
2. Assist the City Administrator with public facilities capital improvements implementation.
3. Serve as Acting City Administrator in the absence of the City Administrator.
4. Demonstrate knowledge of budgeting, accounting, and government financing, particularly capital improvement financing mechanisms

Knowledge, Skill and Abilities

- Proven effective delegation skills.
- Proven ability to manage execution.

Deputy City Administrator/Community Development Director

- Knowledge of management and operation’s principles and practices as they apply to the public sector.
- Ability to staff effectively; build a team whose members have complementary strengths.
- Ability to recruit and maintain excellent employees; matching individuals to jobs.
- Ability to anticipate long-term staffing needs.
- Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, Planning Commission and City Council.
- Ability to prepare communication articles for website and City newsletter.
- Ability to develop community development materials that are easy to read and informative.
- Ability to execute outstanding client-driven services.
- Ability to design/redesign processes that deliver cost-effective programs/services.
- Proven experience of delivering timely and detailed submittal of review projects.
- Proven negotiation skills.
- Demonstrate decisive and effective decision-making skills.
- Demonstrate a high level of interpersonal skills; effective listening and provide timely responses.
- Ability to build relations; tolerance for differing points of view and personalities.
- Ability to work effectively with staff and government agencies and strategic partners (Metropolitan Council, Anoka County, State Legislature, Minnesota Housing Finance Agency and others).
- Ability to comply with all reporting and statutory requirements.

General Breakdown of Activity Levels

General Leadership	20%
Planning/Zoning Administration/Development Review	40%
Code Enforcement	5%
Economic Development	30%
Special Project Management	5%

Minimum Qualifications

Bachelor’s degree in Urban Planning, Land Use Planning, Public Administration, or a closely related field and at least one of the following:

- more than five years’ professional experience in leading/managing development and marketing initiatives within a community;
- more than five years’ experience related to Community Development, Planning/Zoning or Economic Development;
- more than five years’ experience in municipal planning and development.

Desired Qualifications

- Master’s degree in Urban Planning or a closely related field and proven municipal planning or economic development experience.
- AICP (American Institute of Certified Planners), EDFP (Economic Development Finance Professional), or CEcD (Certified Economic Developer) Certification.

Supervision of Others

Reports to the City Administrator; exercises significant collaboration with Leadership Team staff and strategic partnerships, and manages the Community Development Department.

Equipment/Job Locations

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. This position works mostly indoors with some outdoor work to view projects or code violations.

Conditions of Employment

- Must comply with organizational and department policies
- Valid State of Minnesota driver's license with a good driving record or the ability to obtain a Minnesota driver's license within 90 days. Traveling throughout the City for site inspections is required.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Ramsey is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB ACTIVITY REQUIREMENTS
Community Development Director

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing		x		
2	Sitting		x		
3	Walking		x		
4	Lifting			x	
5	Pushing / Pulling			x	
6	Carrying		x		
7	Climbing				x
8	Kneeling				x
9	Crawling				x
10	Crouching			x	
11	Bending at waist			x	
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion	x			
15	Use of Arm Muscles over Extended Periods			x	
16	Use of Leg Muscles over Extended Periods			x	
17	Overhead Work				x
18	Stationary desk or bench work	x			

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

Job working conditions		
		Yes
		No
1	Working Outdoors (occasionally)	x
2	Working Indoors	x
3	Operating forklifts or dangerous equipment	
4	Providing work direction to other employees	x
5	Working with chemicals	
6	Working near fumes and vapors	
7	Driving a City vehicle or personal vehicle	x
8	Driving is an essential function of this job	x
9	Subject to random DOT drug and alcohol testing	