

Job Description
Community Development Director

Position Title: Community Development Director

Department: Community Development

FLSA Status: Exempt

Reports to: City Administrator

Primary Objective of Position

The Community Development Director is responsible for the planning and implementation of development and redevelopment of residential, commercial and industrial land that help shape a vibrant, sustainable community.

This position reports to the City Administrator, exercises significant collaboration with the Leadership Team, strategic partnerships and manages the Community Development Department.

This position description is not a complete description of the role of the 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. Represent the City in a variety of settings, especially when working with residents, land use developers, building contractors, real estate brokers and business owners
3. Coach projects through the Planning and Zoning approval process
4. Advance the City Council's strategic goals for community planning and economic development
5. Prepare, implement and monitor annual department budgets and work plan

General Leadership for the 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 to staff in the Planning Division, Economic Development Division and Building Inspection Division
4. Attend all City Council Meetings
5. Attend Economic Development Authority (EDA), Environmental Policy Board (EPB) and the Planning Commission meetings 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. 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
8. 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 Planning Manager and/or their designee related to Code Enforcement Case management, Mediation and Resolution
2. Administer the Appeals Process to Notice of Violations

General Breakdown of Activity Levels

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

Knowledge, Skills and Abilities

- Knowledge of management and operation's principles and practices as they apply to the public sector
- Knowledge and experience of delivering timely and detailed submittal of review projects
- Knowledge of and ability to comply with all applicable reporting and statutory requirements
- Proven effective delegation skills
- Ability to staff effectively and build a team whose members have complementary strengths

Community Development Director

- Ability to communicate effectively orally and in writing with architects, contractors, developers, builders, residents, commercial business owners, the public, staff, City Commissions and City Council
- Ability to prepare communication articles for the City newsletter and website
- Ability to develop written materials that are easy to read and informative
- Ability to execute outstanding customer-driven services
- Ability to design/redesign cost-effective programs/services
- Proven negotiation skills
- Demonstrate decisive and effective decision-making skills
- Demonstrate a high level of interpersonal skills, including effective listening skills and providing timely responses
- Ability to build relationships, 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)

Minimum Qualifications

Bachelor's degree in Urban Planning, Land Use Planning, Public Administration, Business 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 as a City, County or State employee or the equivalent private sector experience in development review or planning to include both public and private infrastructure improvements
- more than five years' experience related to Community Development, Planning/Zoning or Economic Development as a City, County or State employee or the equivalent private sector experience in development review or planning to include both public and private infrastructure improvements
- more than five years' experience in municipal planning and development as a City, County or State employee or the equivalent private sector experience in development review or planning to include both public and private infrastructure improvements

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

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.

Updated: 07/01/2022

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 dangerous equipment		x
4	Providing work direction to other employees	x	
5	Working with chemicals		x
6	Working near fumes and vapors		x
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		x