

CITY OF EL RENO

OCCUPATIONAL TITLE:	Community Development Director
DEPARTMENT:	Community Development Department
SUPERVISION:	This position is under the supervision of the City Manager
EEO CLASS:	Managers, All Other (EEO-1 0440; SOC 11-1021) Urban and Regional Planners (EEO-1 1840; SOC 19-3051)
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	Full-time
GRADE:	12

PURPOSE OF POSITION: Under administrative supervision, directs, plans, coordinates, organizes, and manages the several programs and functions of the Community Development Department, including overseeing areas of economic development, environmental review, current planning, long-range planning, engineering assistance, building safety, floodplain management, oil & gas, licensing and permitting, and code enforcement. Through subordinates, direction is given to a staff of technical, skilled and unskilled workers.

Works with applicants, developers, architects/engineers, property owners, other City Departments, other government agencies, and the general public. Performs related work as required.

SUMMARY OF ESSENTIAL FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position.)

- Plan and direct all operations of the Community Development Department, including economic development, environmental review, current planning, long-range planning, engineering assistance, building safety, floodplain management, oil & gas, licensing and permitting, GIS management, and code enforcement.
- Coordinate the operation of the Municipal Planning Commission, Board of Adjustment, and other department-related city boards and commissions.
- Assist the Finance Department (or other departments) in the development, monitoring, and maintenance of various capital plans/projects/grants.
- Monitor the annual department budget, including the preparation and submission of annual budget requests, tracking revenues received by the department in accordance with city policies, and tracking department expenditures.
- Review and approve requests for work, materials, contracts, and purchases of services and commodities within approved budgetary guidelines.
- Review questions and public complaints that affect the Department.
- Work with applicable state and federal regulatory agencies.

- Determine staff levels needed to fulfill the City's service level expectations.
- Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks; ensure that all subordinates do the same.
- Attends a substantial number of evening and weekend meetings.
- Attends workshops and conferences to stay on top of current trends regarding planning, zoning, and other regulations.
- Prepares regular and special reports and/or presentations to the City Manager, City Council, Planning Commission, Board of Adjustment, and other boards/commissions/groups.
- Drives company vehicle between office and work sites.
- Works regularly scheduled days, as well as unscheduled days, and beyond regular work hours, as required.
- Completes tasks, work, and other documentation on paper, on a desktop computer, a handheld device, or by using a vehicle-mounted or mobile computer.
- Plans daily routine.
- Conducts various special projects as assigned by the Assistant City Manager, and/or the City Manager.
- Maintains regular and reliable attendance.
- Represent the city at various city events and meetings (Planning Commission, Board of Adjustment, City Council, etc.) , some that may be after-hours and out of the community.
- Be available to assist with emergency operations in accordance with the Employee Handbook and appropriate emergency operations plans.
- Do any and all other functions that are required by the Assistant City Manager, City Manager or other appropriate supervisor.
- Must be able to work under minimum supervision.
- Maintains worksite cleanliness.
- Demonstrates consistent professional attitude, superior seamless customer service, unwavering integrity, ability to maintain confidentiality, and commitment to innovation, efficiency, and fiscally responsible activity.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Knowledge equivalent of an Bachelor's Degree in Planning, Civil Engineering, Public Administration or a closely related field; and such training and/or experience as would provide the applicant with the below-referenced knowledge, skills, and abilities.
- Four (4) years of experience in progressively responsible community development administrative functions.
- Ideally should possess and maintain American Institute of Certified Planners (AICP) credentialing.
- Ideally should possess and maintain credentialing as a Floodplain Manager through the Oklahoma Floodplain Managers Association.
- Advanced knowledge of the philosophies, principles, practices & techniques of planning.

- Well-developed knowledge of one or more community development/planning disciplines, such as urban design, affordable housing, economic development or land use.
- Knowledge and experience in construction processes.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS. Skill using a Windows-based PC.
- Excellent oral and written communication skills for preparing and presenting planning reports and projects, possess knowledge of effective writing techniques.
- Creative problem-solving skills to gather relevant information to solve less well- defined planning problems.
- Group facilitation skills for use with community workshops.
- Knowledge of the current literature, recent developments, and sources of information applicable to urban planning.
- Demonstrated ability to establish and maintain effective working relationships with peers, subordinates, civic and official groups, representatives of cooperating agencies, and the general public; possess the ability to command and hold the respect of subordinates; possess excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting, through workshops, online trainings traditional and other training settings.
- Perform arithmetic calculations (adding, subtracting, multiplying, dividing, using percentages, averages and statistics) rapidly and accurately.
- Knowledge of departmental policies & procedures.
- Ability to work independently without supervision.
- Ability to deal effectively with the general public.
- Ability and willingness to maintain information confidentially.
- Ability to understand and follow oral and written instructions and undertake responsibilities with some initiative and judgment.
- Ability to manage several projects or issues simultaneously, effectively and meet firm deadlines. Must be flexible and possess the ability to execute given competing deadlines/interest.
- Possess superior time management skills and be detail-oriented with strong organizational skills.
- Ability to express ideas and communicate clearly and concisely, orally and in writing; ability to respond to questions from employees, clients, customers and the general public.
- Possess a valid Oklahoma Driver's License and be insurable.
- Set a positive example, position is one of very high integrity.

- Willingness to perform assigned responsibilities as well as new and changing duties, with an attitude of complete cooperation and an inclination to personally identify with the City's and Department's goals, objectives and responsibilities.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- Employee works under typical office conditions, and the noise level is moderately quiet. The employee may be required, from time-to-time, to work outside in inclement weather.
- Must be able to work from City Hall, other City facilities, and in the field during business hours, typically Monday through Thursday 7:30 am to 5:30 pm and Friday from 7:30 am to 11:30 am.
- Must be available to attend evening and night meetings, including Planning Commission, Board of Adjustment, and City Council meetings, and business trips as needed.
- Must be available to respond to emergency calls outside of typical business hours.
- Some exposure to disgruntled citizens, must be able to handle tactfully.
- Most work to be performed indoors, subject to sitting, standing, walking, and using the telephone and computer for extended periods of time.
- Must be able to climb step stools and ladders.
- Ability to lift and carry up to 25 pounds.
- Ability to stop, bend, crouch, kneel, twist, reach above and below shoulders.
- Subject to typical business office environment where noise level is moderate. Sharing of office equipment such as copier, fax machine, printer, etc. is normal.
- Subject to working in a confined area in close proximity to others or in large open areas, with frequent interruptions.
- Frequently sit and talk or hear, walk and use hands and fingers, handle or operate objects, tools or controls; reach with hands and arms.
- High degree of concentration and motivation required to fulfill essential job duties.
- Minimum 20/20 vision or 20/20 corrected vision required.
- Vision required to read and review written correspondence, reports, statistical and technical information, computer screen, etc.
- Subject to continuous exposure to light and glare from computer terminal.
- Must have a professional appearance and demeanor; and convey a professional and positive image and attitude regarding the City.
- Occasional work in the field subject to, but not limited to:
 - Walking/hiking in outdoor environments for extended distances and walking through fields and construction sites; and
 - Wearing required safety gear including safety glasses, hard hat, ear protection, and reflective vest.
- Subject to abnormal daily stress.
- Must have skill in foot/hand/eye coordination to use miscellaneous office equipment, operate a vehicle, etc., as required in essential job duties.

- Must be willing to be available and/or on-call during non-working hours when presence is required due to safety procedures or emergencies.

WORK SCHEDULE:

May require extended work hours depending on department needs including: night, weekend and holidays.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that my employment is at will only and for no term of definite duration. I also understand and agree that either the City of El Reno or I may terminate my employment relationship at any time.

Employee

Date

The City of El Reno is an Equal Opportunity Employer.