



MIDVALE CITY HUMAN RESOURCES  
7505 S Holden Street  
Midvale, UT 84047  
801-567-7200  
[www.midvalecity.org](http://www.midvalecity.org)

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## **JOB POSTING**

February 20, 2018

### **POSITION: COMMUNITY DEVELOPMENT DIRECTOR/ASSISTANT CITY MANAGER**

**Applicants with Community Development and Planning experience is primary. Consideration as an Assistant City Manager is secondary.**

#### **GENERAL JOB SUMMARY**

Under the general supervision of the City Manager, directs the activities of the Community Development Department. Divisions of the department include Building & Safety, Business Licensing, Code Enforcement, Communities Building Communities, Economic Development, Engineering, Planning & Zoning, Redevelopment Agency and the Superfund Site Coordinator, consisting of sixteen FTE's. Administer the Community Development Block Grant and Housing Rehabilitation programs for the City. Oversee the planning function, both current and long range. The Director is responsible for an annual budget of around \$4,200,000.

#### **SUPERVISOR**

City Manager

#### **ESSENTIAL FUNCTIONS**

- Supervise day to day operations and employees of the City's Community Development Department;
- Works with the EPA & UDEQ to ensure continued protection of the final remedies on the two former Superfund sites and improvements to the riparian corridor;
- Works with the Wasatch Front Regional Council (WFRC) to ensure the City is represented in future transportation decisions and regional planning efforts;
- Prepares quarterly report to EPA regarding expenditure of grant funds for Site Coordinator and other employees conducting work on the former Superfund sites;
- Works with the Utah Transit Authority (UTA) addressing current and future transit needs of the City.
- Involved in the planning of development and public utilities;
- Represent the City during each legislative session to identify and track bills that may have a negative impact on issues related to Community Development Department;
- Represent City on ULCT task forces as assigned;
- Administers the City's Community Development Block Grant program; take annual applications and recommends individual funding levels to the City Council; review invoices to ensure monies spent meet the proposed scope of work;
- Attends all City Council meetings and workshops;
- Attends Planning Commission, Community Council and Superfund Technical Advisory Group meetings as necessary;
- Works in conjunction with the Economic Development Director to attract new business as well as retain existing business within the City;
- Assist other departments with Municipal Code amendments;
- Ensure implementation of City Economic Development Strategic Plan;
- Perform other duties as assigned and required.

### **MINIMUM QUALIFICATIONS**

- 1. Education and Experience:** Graduation from an accredited four-year college/university with a Bachelors' Degree in Public Administration, Business Administration, Community Development/Planning, Engineering, construction management or related fields, plus a minimum of eight (8) years directly related experience or an equivalent combination of education and experience.

A graduate degree in the above referenced or related fields is preferred and may be substituted for up to one year of directly related experience.

A minimum of two years must be in a supervisory position. Professional certifications a plus.

- 2. Special Qualifications:** Must possess and maintain a valid Utah State driver's license with periodic verifications by the City.

- 3. Knowledge, Skills and Abilities:**

- Knowledge and experience with the implementation and interpretation of federal and state regulations and City ordinances;
- Ability to read and interpret plans;
- Skills in public relations, presentation, and verbal communication;
- Knowledge of local government and the development community;
- Ability to write clearly and effectively;
- Experience writing and implementing policies and procedures;
- Ability to establish and maintain effective working relationships with citizens, elected officials, employees, business leaders, and government agencies;
- Skills in mediation, negotiation, team building, system development, data analysis, program planning, consultation, and evaluation;
- Ability to work independently.

- 4. Working Conditions:** Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.

**SALARY:** (Grade 66 – FLSA Exempt) \$88,504 - \$141,419 annually DOQ

**Hiring Range:** \$88,504 - \$114,961 annually DOQ

### **NOTICE**

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor. It is the policy of Midvale City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. Human Resources will provide reasonable accommodations for any applicants during the selection process. If you have special needs please call 801-567-7223. In the interest of the workplace and public safety, all offers or employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. Midvale City requires as condition of

employment, the use of direct payroll deposit to a bank or savings account.

**APPLICATIONS AND RESUME** must be submitted online at [www.midvalecity.org](http://www.midvalecity.org) NO later than **5:00 PM on Monday, March 5, 2018.**

**MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER**