

# Cottonwood Heights

## Job Description



Title:	Community & Economic Development Director	Code:
Division:	Administration	Effective Date: April 2, 2018
Department:	Community & Economic Development	Last Revised: April 2, 2018

### GENERAL PURPOSE

Performs a variety of **managerial** duties related to planning, directing, organizing, and controlling the community development department, including engineering, building inspection, planning, zoning and GIS. Monitors contracts assigned to department for compliance and renewal; participates in professional job-related associations; maintains appropriate certifications including NIMS 100 and 200.

### SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

### SUPERVISION EXERCISED

Provides general supervision to department staff including contract City Engineer, Building Official and Building Inspector(s), Planner, Planning Technician and GIS Specialist, and part-time administrative assistants at the front counter.

### ESSENTIAL FUNCTIONS

**Community Development/Planning/Zoning:** Manages the day-to-day administrative functions of the department to ensure maintenance and enforcement of an orderly, integrated community development process to promote and maintain the growth and development of Cottonwood Heights; directs the development of the current and long range planning goals and objectives; develops and implements changes in department policies, practices and procedures; designs and writes land development control ordinances, development agreements and related city ordinances and coordinates with department heads and legal counsel as needed.

Manages integrated functions and operations related to engineering, GIS projects and economic development considerations.

Initiates studies in planning/zoning issues, development of ordinances, business regulations, review of permits, computer studies, etc.; monitors project activities and progress to assure implementation of general plan; issues interpretations of city zoning, planning and related ordinances and regulations.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.

Serves as administrative advisor and liaison to City Manager, city council, citizens committees, planning commission, Development Review Committee, Architectural Review Committee, Appeals Hearing officer, and Community Redevelopment Agency; provides technical insight and recommendations related to determining planning and development policies, goals and objectives or directs department personnel in such functions; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish elected projects and programs.

Makes presentations to the City Council, Planning Commission, Design Review Committee, Architectural Review Committee, and community/business organizations to obtain input and generate support needed for approval to implement the plans; conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; provides planning & zoning information to the public as needed. Represents the City on County boards as assigned.

Develops departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; monitors expenditures for short/long term projects to ensure compliance with plan goals/objectives; participates in city-wide fiscal planning processes.

Develops, promotes, and implements a variety of plans, including the General Plan and participates in the CIP planning; develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of city general plan; identifies alternatives for converting policy ideas into action plans affecting city development, expansion, transportation and related public programs.

Meets with public, developers, entrepreneurs, and contractors; discusses planning, zoning, and development issues; interprets information in city ordinances pertaining to department responsibilities; reviews and approves designs for major landscaping, parks, or subdivision development projects to ensure compliance with applicable ordinances and codes.

Performs professional analysis and conducts or directs feasibility studies; prepares and analyzes reports and statistics; prepares a variety of reports related to project progress; reviews and updates ordinances affecting planning, zoning, development and related departmental areas; directs the coordination of projects with other departments or governmental agencies. Attends training on new laws affecting land use.

Oversees various special function areas related to subdivision and site plan development, conditional use and signing, zoning proposals, land acquisitions, building authorizations and permits; oversees priority studies related to population, housing, social, economic development, transportation and similar issues or concerns including). Represents the City on metropolitan land use committees such as electrical power

long-term plan; bike friendly corridors; trail committee, affordable housing, river corridor preservation (Jordan River) and other committee assignments as needed.

**Building Inspection:** Coordinates and manages contract building inspection functions and monitors inspection operations and performance; determines building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, water, heating, cooling and other construction phases as required by law; calculates impact fees consistent with city ordinance and regulations.

Conducts pre-project/construction processes; advises architects, engineers, contractors and owners on code and design requirements; may coordinate the preparation of various drafts of project documents and specifications; coordinates review and planning activities with other city departments.

**Economic Development:** Develops, plans, organizes and implements marketing strategies to promote Cottonwood Heights' as an ideal business and technology location through presentation, correspondence and meetings with individual investors and business owners, organizations (public and private) and all economic development clients or prospects interested in the city.

Promotes business and industrial development through personal contacts with community leaders, management officials of existing business and industry, industrial real estate community, and state agencies, etc.

Initiates, formulates, designs, coordinates, markets, implements & monitors various development projects; analyzes and identifies opportunities for additional growth; develops and actively implements economic development strategies; and serves as advisor to city officials, staff, business groups, property owners and developers.

Keeps economic development plan updated as needed.

Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field;

AND

B. Seven (7) years of progressively responsible experience performing above or related duties; four (4) years in a supervisory capacity is preferred;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Thorough knowledge of** principles, theories and practices of comprehensive urban planning, economics, sociology and community organization as applied to urban and regional planning; principles and theories of strategic planning; relationships between various factors affecting urban planning policy, such as economic, political, sociological, legal, etc.; inter-local agreements; research and statistical analysis and the evaluation of research data; land use, zoning, federal, state, and local laws; building inspection standards & codes; general principles and practices of consultant administration, including budget development/monitoring and project evaluation; municipal operations and inter-relationships of city departments; budgeting, accounting and related statistical procedures; general office maintenance and practices; business and technical writing; interpersonal communication skills; public relations. **Considerable knowledge of** principles of management, supervision and employee motivation.

**Skill in** administration of a public or private planning agency; the art of diplomacy and cooperative problem solving.

**Ability to** administer a large work program; coordinate efforts with various government agencies; build support for multi-governmental projects; analyze a variety of financial problems and make recommendations; analyze complex planning, development and zoning problems and make recommendations; operate personal computer in utilizing various programs to produce or compose formal documents, reports and records; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively verbally and in writing; develop effective working relationships with local elected officials, legislators, supervisors, fellow employees, and the public.

**Ability to** maintain strict confidentiality related to sensitive administrative information.

3. Special Qualifications:

Must maintain membership in the American Planning Association. Must be bondable. AICP certification is preferred. Must pass a pre-employment background check and drug screen.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching, required in normal course of performing essential duties. Talking, hearing and seeing essential to effective performance of the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)