



Layton City
HR Division
437 N Wasatch Dr
Layton, UT 84041
www.laytoncity.org

INVITES APPLICATIONS FOR THE POSITION OF:
**Community & Economic
Development Director**

An Equal Opportunity Employer

SALARY

\$44.22 - \$66.33 Hourly \$91,977.60 - \$137,966.40 Annually

OPENING DATE: 01/25/19

CLOSING DATE: 02/08/19 05:00 PM

GENERAL PURPOSE:

Performs a variety of professional, administrative and managerial duties related to planning, directing, organizing, and controlling the community development department, including planning, zoning, building permits and inspections, business licenses, code compliance, and economic development.

ESSENTIAL TASK FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Manages the day-to-day operations of the department; determines work priorities; develops guidelines and deadlines, initiates studies in zoning issues, development of ordinances, business regulations, review of permits, computer studies, architectural designs, traffic, etc.; monitors project activities and progress to assure implementation of comprehensive plan; issues interpretations of city zoning, planning, building 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 adviser and liaison to the city manager, city council, citizens committees, and planning commission; performs the role of Zoning Administrator; provides technical insight and recommendations related to determining planning and development policies, goals and objectives; 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.

Conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings and presentations.

Develops departmental budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in city-wide fiscal planning processes.

Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies; prepares, coordinates, and manages a variety of governmental and private sector grants to fund various City projects.

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.

Coordinates research and program options with other city departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting planning, zoning, development and related departmental areas; coordinates projects with other departments or governmental agencies.

Meets with the public, developers, entrepreneurs, and contractors; discusses planning, zoning, and development issues; interprets information in city ordinances pertaining to department responsibilities.

Oversees various special function areas related to subdivision development, zoning proposals, annexations, land acquisitions, building authorizations and permits; oversees priority studies related to population, housing, social, economic, transportation and similar issues or concerns.

Proposes planning/zoning ordinances to facilitate development, maintenance, enforcement of an orderly, integrated community development process; responsible for the reviews of designs for major landscaping, parks, or subdivision development projects to ensure compliance with applicable ordinances, codes, and regulations.

Manages the Economic Development initiatives of the city including existing RDA, EDA, CDA project area plans; negotiates with prospective private sector developments for recruitment of targeted office, industrial and commercial developments meeting established economic development goals for city participation/partnerships.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from college with a master's degree in economic development, business, urban planning, architecture, landscape architecture, public administration or a closely related field;

AND

Eight (8) years of progressively responsible experience performing above or related duties; three (3) years of which must have been in a supervisory capacity;

OR

An equivalent combination of education or experience.

Knowledge, Skills, and Abilities:

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

Skill in developing and implementing a variety of short and long term community development plans; skill in delegation of tasks, management of responsibility, time management, and an ability to lead staff to levels of excellence in assigned tasks and positions; skill in analyzing/evaluating a variety of projects/plans to determine if they integrate with the City's short/long term community development plans and comply with applicable planning and zoning ordinances; skill in persuading business owners/managers to locate/expand their operations in Layton; skill in generating support for a variety of short/long term community development plans, goals, and objectives from elected officials and civic/business leaders.

Ability to administer a large work program; 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 supervisors, fellow employees, and the public.

Special Qualifications:

Must be bondable.
AICP certification desired

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.

SUPPLEMENTAL INFORMATION**SUPERVISION RECEIVED**

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

SUPERVISION EXERCISED

Provides direct supervision to department supervisors and secretarial support and oversees all department functions.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.laytoncity.org/LC/HumanResources/Jobs>

OR

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Job #00576.1.25.19

COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

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Community & Economic Development Director Supplemental Questionnaire

- * 1. What do you understand to be the minimum requirements of this job, and how do you feel you meet these requirements?

- * 2. Please describe your experience related to the performance of this job (including technical skills).

- * 3. How many years of progressively responsible experience do you have related to the duties of a Community & Economic Development Director?

- * Required Question