



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**

**November 7, 2019**

### **POSITION: COMMUNITY DEVELOPMENT DIRECTOR**

#### **GENERAL PURPOSE**

Under the general supervision of the Assistant City Manager, directs the activities of the Community Development Department. Divisions of the department include Building & Safety, Business Licensing, Code Enforcement, Economic Development, Engineering, Planning & Zoning, Redevelopment Agency and the Superfund Site Coordinator, consisting of Eighteen (18) FTE's. Administer State and Federal grant programs for the City, including the Community Development Block Grant program. Oversee and contribute to the planning function, both current and long range. Implements the City's redevelopment policies and goals.

#### **SUPERVISOR**

Assistant City Manager

#### **POSITION(S) SUPERVISED**

Community Development Employees  
Redevelopment Agency Employees

#### **ESSENTIAL JOB FUNCTIONS**

- Supervise day to day operations and employees of the City's Community Development Department and Redevelopment Agency;
- Work with the EPA & UDEQ to ensure continued protection of the final remedies on the two former Superfund sites and improvements to the riparian corridor;
- Work with the Wasatch Front Regional Council (WFRC) to ensure the City is represented in future transportation decisions and regional planning efforts;
- Prepare quarterly report to EPA regarding expenditure of grant funds for Site Coordinator and other employees conducting work on the former Superfund sites;
- Work 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 an impact on issues related to Community Development Department;
- Represent City on Utah League of Cities and Towns (ULCT) task forces as assigned;
- Administer 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;
- Manage professional services agreement for the private provision of Building and Safety Division services, including plan review and site inspections.
- Attend all City Council meetings and workshops;
- Attend Planning Commission, Community Council, and other community meetings, as needed;
- Work 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;
- Perform other duties as assigned and required.
- Meet performance standards established with the employee's manager;

- Job attendance is required, except for authorized leave;

**Exempt Status:** While the schedule of the employee in this position is flexible, the following is expected to ensure availability and coverage within the department and duties are accomplished:

- Arrive for the work day no later than 8:30 a.m. unless extenuating circumstances dictate otherwise.
- Ensure coverage in the office during lunch hours.
- Limit the amount of time out of the office when coverage is limited and on Fridays.
- Ensure that work product is complete/up to date.
- Employee shall take in to consideration their availability to the general public, developers and other employees.

### **MINIMUM QUALIFICATIONS**

#### **1. Education and Experience:**

- Bachelor's Degree in Public Administration, Business Administration, Community Development/Planning, Engineering, Construction Management; Marketing, Real Estate 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 five years must be in a supervisory position. Professional certifications a plus.

#### **2. Preferences:**

- Four (4) or more years of land use planning experience.
- Real estate development or redevelopment agency experience.

#### **3. Special Qualifications, Licenses, Certifications:**

- Must possess and maintain a valid Utah Driver's License with periodic verifications by the City.

#### **4. Knowledge, Skills and Abilities:**

- Knowledge and experience with the implementation and interpretation of federal and state regulations and City ordinances;
- Knowledge and experience with the laws of the State of Utah governing redevelopment agency creation and management;
- 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 generally comfortable conditions involving intermittent sitting, standing, walking, stooping, and reaching. While performing the duties of this job, the employee must occasionally bend, lift and/or move up to 25 pounds. 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 65 – FLSA Exempt) \$86,200.61 - \$138,307.11 annually DOQ

**Hiring Range:** \$86,200.61 - \$112,253.86 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 Friday, November 22, 2019.**

**MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER**