



CITY OF SOUTH SALT LAKE  
POSITION DESCRIPTION

January 21, 2020

**PUBLIC NOTICE**

The City of South Salt Lake is accepting applications for the following position:

**DEPUTY DIRECTOR COMMUNITY DEVELOPMENT**

**POSITION SUMMARY**

The Deputy Director of Community Development/Housing Administrator reports to the Community and Economic Development Director and assists in managing the daily department operations; administers housing and Community Development Block Grant programs; supervises planning and zoning employees and functions of the department, and performs technical work in current and long range planning, and development and implementation of land use and related policies and regulations.

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**ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Management Responsibilities
  - 1.1. Assists in developing and implementing strategic goals, objectives, and work standards for the Community and Economic Development Department
  - 1.2. Assists in planning, directing, managing, and overseeing the activities and operations of Community and Economic Development; advises, coaches, and mentors supervisory staff on leadership and training; provides effective and positive motivational leadership to the department staff members
  - 1.3. Assists in the development and administration of the annual department operating budget
  - 1.4. Assists in establishing, and maintaining department policies and standard operating procedures; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and recommends changes where appropriate
  - 1.5. Serves as a South Salt Lake Community and Economic Development representative on advisory boards, professional organizations, and committees as needed
  - 1.6. Works collaboratively with other City departments to ensure consistent and comprehensive community and economic development services are provided
  - 1.7. Supervises planning division employees and city planning activities
  - 1.8. Assists the department director with business recruitment and retention efforts
  - 1.9. Under the direction of the Mayor, serves in the city's emergency readiness planning, exercise, and operations activities.
2. Supervises and manages current planning activities for the City
  - 2.1. Meets with developers and the public to review development proposals
  - 2.2. Maintains records of development activities
  - 2.3. Processes land use applications
  - 2.4. Coordinates project progress with other departments and agencies
  - 2.5. Participates in project review meetings
  - 2.6. Prepares handouts for community development and zoning issues
  - 2.7. Monitors compliance with zoning and development ordinances and approvals
3. Performs long range planning programs for the City
  - 3.1. Conducts research and studies relating to community and economic development
  - 3.2. Prepares and conducts informational presentations to various groups
  - 3.3. Prepares and presents various community and economic development reports
  - 3.4. Leads community outreach on issues relating to community development
  - 3.5. Drafts and recommends amendments to the general plan

- 3.6. Drafts and recommends amendments to zoning ordinances and land use maps
4. Manages and administers housing programs and Community Development Block Grant Funding
  - 4.1. Drafts yearly CDBG grant applications
  - 4.2. Administers Community Development Block Grant funding
  - 4.3. Monitors quarterly CDBG reports
  - 4.4. Ensures project compliance
  - 4.5. Attends CDBG administration hearings
  - 4.6. Administers City housing plan to address housing needs and neighborhood preservation
  - 4.7. Works with a variety of non-profit, governmental, and lending agencies using City, private, and federal funds for the purpose of supporting housing plan
  - 4.8. Manages the regular update of the city housing plan and necessary reporting
5. Provides assistance to the public
  - 5.1. Provides zoning, development and statistical information
  - 5.2. Prepares written responses to zoning status and interpretation questions
  - 5.3. Assists City visitors with basic information about programs and services

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#### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited four year college or university with a bachelor's degree in urban planning, public administration, or a closely related field, Must be AICP Certified or ability to obtain certification within one year or next available exam dates closest to this one year time frame, and eight years related experience, or any equivalent combination of related education and experience.
- Skills in creating maps and reports using GIS
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

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#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; knowledge of records management techniques.
2. Skill in word processing, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively, both orally and in writing, with architects, contractors, developers, property owners, employees and the general public; ability to establish effective working relationships; ability to use independent judgment.

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#### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is usually required to sit, stand, walk, and use hands to operate objects, tools or controls. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office and moderate in the field.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

SALARY RANGE: \$56,145 - \$89,834

CLOSING DATE: Open until filled

**MUST COMPLETE CITY APPLICATION**

Resumes submitted without application will not be considered.

Application available on website at [www.southsaltlakecity.com](http://www.southsaltlakecity.com) and fax to 801-412-3276  
or apply in person:

CITY OF SOUTH SALT LAKE  
220 EAST MORRIS AVENUE (2430 South)  
2nd FLOOR

SELECTED APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND  
BACKGROUND CHECK - EQUAL OPPORTUNITY EMPLOYER - THIS ORGANIZATION USES  
E-VERIFY