

# West Point City

## Job Description



**TITLE:** Community Development Director  
**DEPARTMENT:** Community Development  
**FLSA:** Exempt/Full-Time

**Effective Date:** 09/10/2020  
**Last Revised:** 09/10/2020

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### **GENERAL PURPOSE**

Oversees the Community Development Department, which includes the functions of planning and zoning, code enforcement, permits, and building inspections. Performs professional administrative duties as Department Director and prepares Department Budget. Plans, organizes and directs a professional, technical, and skilled staff in the implementation and completion of projects and duties. Supervises and assists in the city planning function, both current and long range. Assists in establishing building and zoning ordinances and ensuring compliance with those ordinances. Conducts feasibility studies for Community Development projects. Serves as a member of the City's Management Team. Other duties as assigned.

### **SUPERVISION RECEIVED**

Works under the general direction and supervision of the Assistant City Manager

### **SUPERVISION EXERCISED**

Oversees the Community Development Department Staff

### **ESSENTIAL FUNCTIONS**

- Performs professional managerial and technical administrative duties.
- Supervises Community Development Department functions and employees, including planning & zoning, building inspections, permitting, code enforcement, and crossing guards.
- Oversees and develops the budget for the Department.
- Serves as a member of the Management Team and attends the regular meetings.
- Serves as support staff to the City Planning Commission and City Council, including attending evening meetings for both bodies.
- Prepares written staff reports for the Planning Commission and City Council and provides verbal presentations during meetings to further explain the various items.
- Meets with the Chair of the Planning Commission on a regular basis to coordinate agendas for the Planning Commission meetings.
- Prepares and maintains the City's General Plan, coordinating with other departments that are responsible for their respective portions of the General Plan.
- Oversees the preparation and maintenance of various maps of the City including the General Plan Land Use Map and current Zoning Map.
- Responsible to oversee all planning and zoning functions of the City and ensures compliance with the City Code.
- Oversees the preparation and approval of land use ordinances. Regularly reviews current land use ordinances to ensure compliance with State Code and directives of the City Council.
- Oversees the development application review and approval process, including coordinating with other Staff and Departments responsible for performing technical reviews of development plans.
- Regularly interacts and works with members of the public, contractors, developers, etc., as well as other City Staff and the City Manager.
- Assists in creating contracts and supervises contracted entities to ensure compliance with contract stipulations.
- Interfaces with residential and commercial interests on behalf of City.
- Assists in grant applications and grant administration procedures.
- Performs other duties as requested.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

- A. Graduation from an accredited four-year college or university with bachelor’s degree in urban planning, public administration, architecture, engineering, economics, or closely related field;  
*AND*
  - B. Five to seven (5-7) years of progressively responsible professional level experience in community development and/or planning with a city of similar or larger size, two (2) years or more of which was at the supervisory level
- OR**
- C. Any equivalent combination of education and experience

**2. Knowledge, Skills, and Abilities:**

**Working knowledge** in urban planning principles, zoning processes and procedures, municipal government, engineering and architectural functions, and computer applications. Knowledge of local, state, and federal regulations and procedures concerning community development and zoning issues related to municipal planning.

**Skill and Ability** to analyze complex situations and issues and develop recommendations. Ability to work cooperatively with other City personnel, City Council, Planning Commission, and external groups, jurisdictions, and interests. Ability to effectively communicate both orally and in written form, and make oral and written presentations to various groups. Ability to supervise, train, and motivate department personnel. Skill and ability to use a PC and computer applications such as Microsoft Word, Excel, and Outlook, and other office software and equipment.

**PREFERRED QUALIFICATIONS**

- A. Master’s Degree from an accredited university in urban planning, public administration, economics, engineering, or closely related field
- B. Eight (8) years or more experience in community development and planning
- C. AICP credentialed planner
- D. Knowledge of drafting and blueprint reading
- E. GIS and computer mapping experience

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- Occasional walking, and lifting (50lbs. or less).
- Ability to work in a high stress environment
- Provide information and assistance to others by telephone or in person.
- Make oral and written presentations to various groups.
- Operate a computer and its various programs.
- Able to attend meetings after regular business hours.
- The physical demands are representative of those that would be typically encountered in an office environment. Reasonable accommodations may be made to enable an individual to perform the essential functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(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.

<p><b>PRE-EMPLOYMENT DRUG SCREEN IS REQUIRED. PHYSICAL MAY ALSO BE REQUIRED. THE CITY OF WEST POINT IS AN EQUAL OPPORTUNITY EMPLOYER AND ADA COMPLIANT.</b></p>
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