

**City of
St. Francis**

POSITION PROFILE

Effective Date: April 2022

Position Title: Community/Economic Development Director **Status:** Exempt

Department: Community Development

Approved: _____

Accountable to: City Administrator

Primary Objectives

Performs supervisory and responsible professional work managing comprehensive planning, land-use, zoning, and economic development; oversees building inspection services and performs related duties as assigned.

Supervision Received

Receives administrative supervision from the City Administrator.

Supervision Exercised

Provides general supervision to the building official and work direction to administrative support staff involved with community development-related job functions.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Formulates, recommends and advises the City Administrator on economic and community development policies and programs.
- * 2. Assesses economic development needs, determines the extent and priority of needs, and works with Finance Director to determine current availability of funding.
- * 3. Develops long-term strategies designed to support and manage development and evaluates programs and initiatives annually.
- * 4. Assures that all required reports and documents are forwarded to the City Administrator and/or City Council, funding and regulatory agencies and that reports are timely and accurate; prepares and submits grant applications and administers grants received.
- * 5. Provides guidance to the public and responds to citizen questions, complaints, and information requests; investigates and resolves concerns as appropriate.

- * 6. Coordinates and facilitates City planning, economic development and community development initiatives with private sector groups, school district, professional organizations, adjacent communities, and relevant metropolitan, state and national organizations.
- * 7. Develops and submits the operational budget for the Community Development Department; manages finances and approves expenditures.
- * 8. Prepares, revises and implements the City's Comprehensive plan, Zoning, Subdivision and Environmental Ordinances to ensure consistency with orderly development and City policy.
- * 9. Reviews development proposals, plans, agreements and building permits to ensure they meet City ordinances, Council conditions and policies; prepares reports with sound recommendations.
- *10. Provides staff support to Commissions, Committees and the City Council including preparing reports, attending meetings and making presentations as needed.
- *11. Supervises staff and oversees operations of community development and building inspections; recommends hiring, reward and discipline; assigns, reviews and evaluates work; conducts performance evaluations and provides training and coaching as appropriate.
- *12. Meets with applicants to review development proposals, provide information and suggests alternatives to resolve problems; conducts field inspections to review sites and enforce codes and ordinances.
- *13. Responds to resident, developer and contractor concerns; explains policies and procedures; advises on code compliance and keeps all relevant parties informed of issues and plans.
- 14. Monitors and communicates new laws, rules and regulations affecting the City in relevant areas.
- *15. Assists the City Administrator in preparing background information for the Capital Improvement Plan.
- *16. Serves as the City's Americans with Disabilities Act (ADA) Coordinator with in the areas of services and facilities.
- *17. Ensures union contracts, personnel policies and safety rules are followed.
- 18. Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of principles and practices related to community and economic development, planning and zoning.
- * ➤ Considerable knowledge of state and federal laws, City ordinances and policies and regulations as they apply to economic development, planning, zoning, and land-use.
- * ➤ Considerable knowledge of program development and management and project management.
- * ➤ Considerable knowledge of budget development and administration.
- * ➤ Considerable knowledge of effective customer service practices.
- * ➤ Working knowledge of safety laws, regulations and practices that apply to the City as an employer.

- * ➤ Working knowledge of PC-based computers including a basic understanding of networks, hardware and software typically used in office environments.
- * ➤ Working knowledge of requirements of the Americans with Disabilities Act.
 - Working knowledge of building code enforcement programs, and requirements.
- * ➤ Considerable ability to communicate effectively, both orally and in writing, with elected officials, business leaders, developers, contractors, City staff, and the general public including making formal presentations.
- * ➤ Considerable ability to manage change and develop solutions to problems.
- * ➤ Considerable ability to develop, plan, organize, implement and monitor programs, policies, and projects.
- * ➤ Considerable ability to provide effective leadership and promote teamwork.
- * ➤ Considerable ability to deal effectively with people of all backgrounds and to maintain positive and effective working relationships with advisory groups, City officials, and the general public.
- * ➤ Considerable ability to involve the public in a positive and collaborative manner and to actively seek input on interests and preferences.
- * ➤ Considerable ability to research and analyze information, utilize resources and develop alternatives.
- * ➤ Considerable ability to use creativity and sound judgment to resolve differences and respond to challenges.
- * ➤ Considerable ability to see, read, understand a variety of written documents and computer screens.
- * ➤ Considerable ability to use fine motor skills to write and/or type and to operate a personal computer.
 - Working ability to supervise and motivate staff and volunteers either directly or through others.
 - Working ability to prepare and administer an annual budget.
 - Working ability to maintain a good driving record and drive safely and legally.
- * ➤ Working ability to hear and speak when communicating with a large variety of people and to sit for long periods of time.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Administration, Planning, Urban Studies or a related field and three years of professional planning, zoning and land-use experience in the municipal government. (A Master's degree in one of the above fields can substitute for one of the three required years of experience.)
- Must possess and maintain a valid Minnesota driver's license or equivalent out-of-state license.

* Note: Asterisked items are essential to the job.