

DIRECTOR OF COMMUNITY DEVELOPMENT

City of Athens Community Development Department

GENERAL DESCRIPTION: The position directs City efforts in administration of zoning, planning, structural codes and community development activities while working within local, state, and federal guidelines to assure proper compliance, maintain the National Flood Insurance Outreach Program and recruit new commercial and industrial activity. Supervises three non-supervisory personnel. Reports to City Manager.

NATURE OF WORK: The employee applies a variety of codes, regulations, and ordinances while completing work responsibilities, as well as supervising staff. Work responsibilities also include seeking state and federal grants, and dealing with the challenge of seeking matching funds. Work is generated from recognized needs of the City and associated responsibilities. Work is reviewed daily by supervisor. Detailed directions are provided by supervisor when the employee undertakes a new program or responsibility. Critical decisions are independently made daily as they apply to zoning issues, municipal codes and various other code regulation requirements. Errors in work could result in lawsuits. Such errors are not generally discovered during a Departmental review.

ESSENTIAL FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed. Personal characteristics required of all employees such as *honesty, integrity, and the ability to get along with others*, are presumed qualities and may not be listed specifically. The essential functions identified for this job are:

- Maintains contact with citizens, representing City in a public relations capacity in relation to Department.
- Provides professional assistance in City's industrial, commercial, and residential development efforts; recruits commercial and industrial activities for City.
- Directs building, plumbing and electrical inspections, codes enforcement, and supervises subordinate personnel assigned to these responsibilities.
- Performs such related responsibilities as directing and implementing City's planning activities, maintaining liaison with outside state and federal agencies, and serves as staff person to the municipal regional planning commission and associated boards.
- Attends various public meetings and prepares and presents required written and oral reports as necessary.
- Performs a variety of administrative responsibilities, such as budgeting, research, and evaluation of subordinate personnel.

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: The employee uses and operates a variety of office equipment and related software. The employee operates a vehicle.

Critical Skills/Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Extensive knowledge of municipal codes, zoning ordinances, subdivision regulations, and zoning appeals, and the ability to apply this knowledge to complete and/or direct work projects.
- Extensive knowledge of City planning and zoning rules, regulations, and ordinances to meet City responsibilities, as well as the ability to develop long range planning/zoning initiatives to obtain Federal funding.
- Broad knowledge of Federal HUD and THDA rules and regulations, as applied to City community development efforts in order to meet guidelines for such programs as Housing Preservation Program.
- Specialized knowledge of National Flood Insurance Program as it impacts on the City.
- Leadership skills to direct, train, and develop subordinate personnel working in Department.
- Communication skills to establish and maintain an effective working relationship with the public and other employees.

Physical and Cognitive Abilities: See attached to Job Description.

Minimum Qualifications: Bachelor's Degree with coursework in urban planning, public administration, or related field with experience in management and planning for local and/or state governments. Must possess and maintain a valid Tennessee driver's license.

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SUPERVISORY RESPONSIBILITIES: As a department head, the employee is required to meet the following supervisory responsibilities: planning, organizing, budgeting, directing, instructing, setting standards, reviewing, training, counseling and disciplining, appraising performance, and other personnel functions.

The employee is responsible to the City Manager for such Department-related activities as: work methods and related problems, productivity, quality of work produced, budget, staffing and/or organizational changes, department objectives, and responding to direction and/or guidance received from City Manager.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Approved: _____
Employee Date

Approved: _____
Supervisor Date

PHYSICAL/COGNITIVE ABILITIES SHEET

JOB POSITION: DIRECTOR OF COMMUNITY DEVELOPMENT		
STATEMENT	IMPORTANCE	FREQUENCY
Climbing Ability	Not Important	1-25% of the time
Balancing Ability	Not Important	1-25% of the time
Stooping Ability	Not Important	1-25% of the time
Twisting Ability	Not Important	1-25% of the time
Kneeling Ability	Not Important	1-25% of the time
Crouching Ability	Not Important	1-25% of the time
Crawling Ability	Not Important	1-25% of the time
Reaching Ability	Not Important	1-25% of the time
Standing Ability	Very Important	26-50% of the time
Walking Ability	Very Important	51-74% of the time
Running Ability	Not Important	1-25% of the time
Pushing Ability (Heavy)	Not Important	1-25% of the time
Pushing Ability (Medium)	Not Important	1-25% of the time
Pulling Ability (Heavy)	Not Important	1-25% of the time
Pulling Ability (Medium)	Not Important	1-25% of the time
Lifting Ability (Heavy)	Not Important	1-25% of the time
Lifting Ability (Medium)	Not Important	1-25% of the time
Fingering Ability	Very Important	26-50% of the time
Handling Ability	Not Important	1-25% of the time
Feeling Ability	Not Important	1-25% of the time
Verbal Communication Ability	Extremely Important	75-100% of the time
Written Communication Ability	Extremely Important	51-74% of the time
Hearing Ability	Very Important	75-100% of the time
Repetitive Motion Ability	Not Important	1-25% of the time
Far Vision Ability	Not Important	1-25% of the time
Near Vision Ability	Not Important	1-25% of the time
Mid-Range Vision Ability	Not Important	1-25% of the time
Depth Perception Ability	Not Important	1-25% of the time
Visual Focus Ability	Somewhat Important	75-100% of the time
Color Vision Ability	Not Important	1-25% of the time
Field of Vision Ability	Not Important	1-25% of the time
Sense of Smell	Not Important	1-25% of the time
Internal Work Environment	Extremely Important	75-100% of the time
External Work Environment	Not Important	1-25% of the time
Ability to work in temperatures below 32 deg.F	Not Important	1-25% of the time
Ability to work in temperatures above 100 deg. F	Not Important	1-25% of the time
Ability to work in conditions with continuous noise level	Not Important	1-25% of the time
Ability to work in conditions with loud noise level	Not Important	1-25% of the time
Ability to work under hazardous work conditions	Not Important	1-25% of the time
Ability to work under varying atmospheric conditions	Not Important	1-25% of the time
Ability to work under conditions subject to vibration	Not Important	1-25% of the time
Ability to work while wearing special equipment	Not Important	1-25% of the time
Ability to work while wearing body armor	Not Important	1-25% of the time
Reasoning Ability	Extremely Important	75-100% of the time
Basic Mathematical Skills	Very Important	51-74% of the time