

Community Development Director

SUMMARY:

Under the general supervision of the City Administrator, the Community Development Director serves as the City's lead authority on land use, zoning administration, long-range City development, and building inspections. The Community Development Director is responsible for managing and coordinating planning, building, zoning, and land-use functions for the City. This role includes policy development and implementation, ordinance administration, long-range planning, permit review and inspection, staff supervision, and interaction with elected officials, boards, applicants, and the public. The position also oversees the City's Housing and Code Enforcement staff. The position plays a central role in guiding community growth, ensuring consistency with comprehensive plans and Chapter 414 of the Iowa Code. The Community Development Director will assist in transforming workflows both within the department and assist in performing the same across the organization.

ESSENTIAL FUNCTIONS, DUTIES, RESPONSIBILITIES

- Plans, organizes, directs, and evaluates the full range of activities within the Community Development Department
- Directs and participates in the development and implementation of the Department's work plan by assigning work activities, project, and programs; monitoring workflow; and assessing work products.
- Evaluates the Department's operational efficiency and effectiveness; adjusts processes as needed, consulting with the City Administrator and City Council when required; and ensures quality service is delivered to all members of the organization and the public.
- Ensures that excellent customer service is provided to all members of the public.
- Develops and maintains the Department's short- and long-range goals.
- Prepares, recommends, and administers the Department's annual operating budget.
- Trains, motivates, evaluates, and coaches the Department's staff.
- Prepares and delivers agendas, reports, records, and related documents.
- Oversees compliance with all City, State, and Federal regulations.
- Leads the preparation, update, implementation and maintenance of the City's Comprehensive Plan, feasibility studies, strategic plans, and other plans/studies as directed by the City Administrator.
- Reviews City ordinances, Urban Renewal and Urban Revitalization programs, and policies and recommends updates as needed to the City Administrator and City Council.
- Serves as technical advisor and staff liaison to the Planning and Zoning Commission, Board of Adjustment, and other assigned boards or committees.
- Enforces the Zoning and Building Codes and introduces amendments as needed.
- Develops, implements, and enforces property maintenance standards for all types of properties.
- Oversees the processing of applications for zoning, airport zoning, building permits, flood plain, land use permits, and site plans.

- Coordinates the development and redevelopment activities of the city, assuring that projects are planned and implemented consistent with established objectives and the City's Comprehensive Plan.
- Oversees the creation and maintenance of a vacancy inventory in residential, commercial and industrial properties in the community and develops strategies to redevelop and reuse vacant properties.
- Consults with officials of the City, State, and Federal government to coordinate all phases of planning and community development.
- Coordinates with local, state, and regional resources to assist in business expansion and entrepreneurial development.
- Meets with developers and their agents for coordination of proposed projects and enforcement of applicable design standards.
- Collaborates and builds positive relationships with business owners, contractors, developers, public agencies, and other key stakeholders throughout the community to promote business development/expansion/retention and enhance the city's economic viability; participates in business community events as needed.
- Oversees community development marketing strategies/activities and promotional materials.
- Coordinates with Public Works Director on review of subdivisions and infrastructure standards as well as for oversight of the shared Project Coordinator position.
- Apply for and manage grants to improve economic or community development and/or related infrastructure.
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Minimum Qualifications:

- Bachelor's degree in community planning, Building Science, economic development, public administration, or related field, or
- Five years of progressively responsible experience in planning, economic development, community development, housing, redevelopment, building code management, and/or construction management, including some supervisory experience.

Essential Traits

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees through the organization.
- Highly productive and self-motivated, yet a demonstrated ability to be a part of a community and team rather than prioritizing personal goals and opinions.

Desired knowledge, skills, and abilities

- Knowledge of planning and zoning principles and practices, including land use regulation and community development fundamentals.
- Knowledge of municipal codes and ordinances related to zoning, subdivision, land development, and related regulations.
- Working knowledge of building construction principles and applicable building codes as they relate to zoning and development review.
- Working knowledge of Arc/GIS tools.
- Familiarity with land development and infrastructure systems, including urban design, stormwater management, transportation, and municipal utilities.

Essential knowledge, skills, and abilities

- Must be able to administer and apply zoning and land use regulations fairly, consistently, and professionally.
- Must be able to analyze complex issues, interpret technical and regulatory information, and apply sound judgment within established policies and legal frameworks.
- Must be able to prepare clear, accurate, and professional written materials, including staff reports, findings, correspondence, and recommendations.
- Must be able to manage multiple online platforms for communication.
- Must be willing to adapt workflows to incorporate AI tools and other mechanisms to improve functionality.
- Must be able to communicate clearly, effectively, and professionally, both orally and in writing, including presenting information to boards, commissions, elected officials, and the public.
- Must be able to establish and maintain effective working relationships with elected officials, department staff, developers, agencies, and community members.
- Must be able to manage multiple priorities, work independently, and maintain professionalism in a public facing environment.

Hiring Salary Range: 70,000-85,000 DOQ plus full benefits package