



## Job Description

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<b>TITLE:</b>	Community Development Director
<b>DEPARTMENT:</b>	Community Development
<b>GRADE:</b>	22
<b>FLSA:</b>	Exempt
<b>EEO DESIGNATION:</b>	Officials Administrators
<b>REVISION DATE:</b>	06/20/2017

### **POSITION SUMMARY**

The Community Development Director is an appointed position and is exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Under the direction of the City Manager or Assistant City Manager, the Community Development Director is responsible for the management, coordination, and direction of all aspects of development within the City. The Community Development Director is responsible to ensure that the City Manager, Mayor, City Council and Planning Commission are able to function effectively and efficiently in fulfilling their missions and achieving established goals. This position is responsible for the supervision of the personnel and activities of the department, which include the Planning, Building, and Code Enforcement Divisions.

### **ESSENTIAL FUNCTIONS:**

- Responsible for the recruitment, selection, retention, corrective action, performance evaluations, development and management of the employees within the department.
- Actively pursues means of streamlining the development process in a manner that is consistent with municipal ordinances, state laws and federal laws.
- Responsible for the analysis of new and proposed development for economic sustainability and viability.
- Participates in the management of the executive affairs of Draper City in a manner consistent with municipal ordinances.
- Routinely prepares and submits developmental plans and programs to the City Council and Planning Commission involving the Community Development Department.
- Routinely attends all meetings of the City Council and Planning Commission and participates in the discussion and deliberations without the right to vote.
- Responsible for the creation and management of the Community Development budget under the direction of the City Manager and City Council.
- Represents Draper City at regional government meetings.
- Implements standards, qualifications and procedures governing development.
- Works to establish and maintain effective and positive relationships with both appointed and elected officials of surrounding communities and seeks to develop cooperative programs



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which benefit the citizens of Draper.

- Works to establish effective and positive relationships with the development community.
- Ensures all projects are properly monitored and tracked to ensure timely review and completion.
- Build and maintain positive working relationships with co-workers, City employees, other agencies and the public using principles of good customer service.
- Promotes good public relations with citizens and others stakeholders.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

The Community Development Director shall be appointed on the basis of his/her ability, integrity, and prior experience relating to the duties of the office, but not limited to, abilities in public administration and executive leadership. The Community Development Director shall also possess such managerial capabilities that will provide professional support and direction to Draper City. This position requires a valid Utah Driver's License at the time of appointment. A bachelor's degree is required, and it is highly desirable to have a master's degree from an accredited college or university in urban or regional planning, public administration or closely related field and is certified by the American Institute of Certified Planners (AICP).

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

1. Gather, analyze, evaluate, and interpret facts and then prepare and present them in a concise manner.
2. Receive, give, and explain verbal and/or written instructions.
3. Maintain confidences and conduct business in an ethical manner.
4. Exercise initiative and sound judgment and react resourcefully under varying stressful conditions.
5. Must be able to work effectively in a sometimes stressful environment.
6. Must be able to communicate effectively to diverse audiences and speak in public settings with large groups.
7. Ability to communicate effectively in English, both verbally and in writing.
8. Recruit, select, retain, coordinate, and motivate employees.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Position requires working outdoors and physical demands may occur in activities related to exposure, walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing are required in the daily performance of job duties. Person in this position will be required to work in an office



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setting and work at a computer station for long periods of time. Mental application utilizes memory for details, emotional stability and discerning thinking and creative problem solving. Considerable exposure to stress related to time deadlines and working conditions. Unconventional working hours including long hours associated with day and night meetings. Person in this position will be required to use vehicle to drive to locations throughout Draper City and surrounding areas. This position has constant exposure to stressful situations as a result of human behavior.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*