

COMMUNITY DEVELOPMENT DIRECTOR POSITION DESCRIPTION

Position Summary:

Administrative, salaried position (FLSA exempt)

Non-represented position (non-union)

Appointed by City Administrator

Supervised directly by City Administrator and generally by Plan Commission

General Duties and Responsibilities:

1. Planning
 - a. Provides staff support for Smart Growth Plan update and community survey
 - b. Provides staff support for Park & Rec Plan update
 - c. Recommends policy and ordinance updates consistent with vision set by Council/Plan Commission, with an emphasis on streamlining
 - d. Provides staff support for implementation of Economic Development Strategy
 - e. Provides staff support for other long-range planning – CIP, strategic planning
2. Technical and Professional Advice
 - a. Staff support for Plan Commission
 - b. Staff support for Economic Development Committee
 - c. Staff support for Redevelopment Authority
 - d. Participates in Technical Review Team
 - e. Meets with applicants – advise, explain, early review (subdivisions, site plans, annexations, etc)
 - f. Acts as Zoning Administrator – code enforcement
 - g. Maintains development files
 - h. Acts as Floodplain Administrator – applications, CRS
3. Business Retention and Expansion
 - a. Outreach – builds/maintains business relationships
 - b. Promotes TIF, REDLG, BIG, Focus on Energy, and other financial assistance
4. New Development
 - a. Markets Evansville, prospects and recruits new businesses
 - b. Meets with applicants
 - c. Negotiates agreements
 - d. Acts as business liaison through red tape – better to streamline red tape
 - e. Monitors development agreements for compliance
 - f. Promotes TIF, REDLG, BIG, Focus on Energy, and other financial assistance
 - g. Applies for and administers state/federal grants
5. Consistent message
 - a. Supports consistent message of Evansville as a business friendly community with a strong entrepreneurial environment

- b. Develops content for city website, uses Google Analytics
 - c. Attends Chamber of Commerce meetings, events
 - d. Represents the city in intergovernmental groups (Thrive, Rock County)
 - e. Networking
6. Tourism
- a. Develops content for brochures and flyers
 - b. Monitors supply and distribution of brochures and flyers
 - c. Provides tourism content for website
 - d. Assists Tourism Advisory Committee
7. Other
- a. Assists TIF reporting/administration
 - b. Negotiates land acquisition and sales on city's behalf
 - c. Attends/Maintains involvement in professional organizations and training
 - d. Other duties as assigned

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in business or public administration, land use or urban planning, or closely related field is required.
- Maintain a driver's license.
- Thorough knowledge of federal, state, and local laws and regulations regarding land use planning and zoning.
- Thorough knowledge of the functions and organization of municipal government and of the workings of the common council, plan commission, and other city committees.
- Knowledge of economic development, business finance, marketing, and real estate.
- Knowledge of tax increment financing, grant writing and administration,
- Knowledge in geographic information systems (GIS).
- Ability to establish and maintain satisfactory working relationships with staff and other city employees.
- Ability to establish and maintain satisfactory working relationships with contractors, developers, owners, and the general public.
- Ability to communicate clearly and concisely in speech and writing.
- Ability to exercise good professional judgment.

Tools and Equipment Used:

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

Work Environment and Physical Demands:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is moderately noisy.

Approved by Finance & Labor Relations Committee 10/4/2012