

## **COMMUNITY DEVELOPMENT DIRECTOR POSITION DESCRIPTION**

### **General Statement of Duties:**

Performs all required duties to insure that the Evansville zoning ordinance and supporting ordinances are enforced. Performs such additional duties as may, from time to time, be directed by the City Administrator/Finance Director. The employee performs highly skilled and educated level of work in the area of urban development and planning, zoning administration, business retention/attraction, oversees the website and may administer grants as needed.

### **Distinguishing Features of the Position:**

This position is supervised directly by City Administrator and generally by Plan Commission. Supervises the building inspector and community development interns. This position is salaried, exempt and not represented. This position has an employment contract with the City.

### **Examples of Work (illustrative only):**

#### **Planning:**

- Provides staff support for Smart Growth Plan update and community survey.
- Provides staff support for Park & Rec Plan update.
- Recommends policy and ordinance updates consistent with vision set by Council/Plan Commission, with an emphasis on streamlining.
- Provides staff support for implementation of Economic Development Strategy  
Provides staff support for other long-range planning – CIP, strategic planning

#### **Technical and Professional Advice:**

- Provides staff support for Plan Commission, Economic Development Committee, Redevelopment Authority, Building Improvement Grant Committee, Women Encouraging Evansville Entrepreneurs (WE3) group and other committees/boards that promote the development of the community or as directed.
- Participates in and facilitates meetings of the Development Staff Team.
- Meets with applicants to advise, explain, and complete an early review (subdivisions, site plans, annexations, etc) when practical.
- Acts as Zoning Administrator providing code enforcement in conjunction with the Building Inspector or Police Department as needed.
- Maintains development files/records at City Hall. Acts as Floodplain Administrator including but not limited to applications and CRS.

#### **Business Retention and Expansion:**

- Conducts outreach to build/maintain positive business relationships with the City. Conducts business retention and expansion visits in conjunction with the Chamber of Commerce and may be required to populate BRE visit results into MadREP/Synchronist database.

- Promotes TIF, REDLG, BIG, Focus on Energy, and other financial assistance when applicable.

### **New Development:**

- Markets Evansville to prospects and recruits new businesses.
- Meets with new development applicants. Negotiates development agreements.
- Acts as business liaison and assists applicants through red tape to better streamline the development process.
- Monitors development agreements for compliance.
- Promotes the City's Revolving Loan Fund, TIF, REDLG, BIG, Focus on Energy, and other financial assistance.
- Applies for and administers state/federal grants.

### **Consistent message:**

- Supports a consistent message of Evansville being a business friendly community with a strong entrepreneurial environment.
- Develops content for city website, uses web analytics and other internet tools for the creation or decimation of the City's message.
- Attends Chamber of Commerce meetings, events, and ribbon cuttings.
- Represents the city in intergovernmental groups (MadREP, Rock County) as needed and with frequency.

### **Tourism:**

- Develops, assists in the development or may contract services for the creation of content for brochures and flyers.
- Monitors supply and distribution of brochures and flyers.
- Works with the Tourism Advisory Committee and Economic Development Committee to provide tourism content for the City's website.
- May assists the Tourism Advisory Committee.

### **Other:**

- Assists Finance Department employees with TIF reporting/administration when able.
- Negotiates land acquisition and sales on city's behalf as Directed by the City Administrator/Finance Director.
- Attends/Maintains involvement in professional organizations and training.
- Provides assistance to the Building Inspector in dealing with zoning issues and enforcement concerns.
- Provides oversight for the Planning Intern.

### **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.

**Physical demands:**

The 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. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The position description for the Community Development Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Approved by Finance & Labor Relations Committee on June 5, 2014

Reviewed and Approved by Finance & labor Relations Committee 03/05/15