

CITY of AZTEC JOB DESCRIPTION

Job Title:	Community Development Director
Department:	Community Development
Shift:	Regular 40 hours per week
Pay Plan:	DOE & DOQ
Exempt:	Yes
Reports To:	City Manager
General Direction From:	City Manager
Required Documents:	Cover Letter, Application & Resume
Position Closes:	Position Open Until Filled

PURPOSE & NATURE OF JOB

Under the general direction of the City Manager the Community Development Director is responsible for the management and supervision of a Community Development Department and Code Enforcement. The Community Development Director performs a variety of administrative duties along with technical work in the current and long range planning programs of the city related to the development and implementation of land use and related municipal plans and policies. The Community Development Director oversees the department's budget and is the Administrator of the writing of grants and other funding sources to secure funding for Community Development.

The Community Development Department is responsible for stimulating and encouraging quality, sustainable development and growth within the City of Aztec and the greater Aztec community. Community Development Director relies on staff expertise, citizen input and collaboration with community businesses and regional stakeholders to ensure the promotion and protection of Aztec's economic base, social vitality, cultural and natural resources and its charming and unique community character.

ESSENTIAL DUTIES

Serves as a team leader in the development of long and short range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Exercises direct supervision over the Community Development Department and the performance of their duties, including land use planning, zoning, long-range planning, code enforcement, floodplain management and flood damage prevention, economic development, tourism marketing, community outreach, Historic and Cultural Preservation, and Trails and Open Space designation.

The City of Aztec is an Equal Opportunity, Reasonable Accommodation Employee.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess the ability to lead staff and maintain positive relationships with outside contractors. May be required to serve as the liaison between community interest groups and public officials.

Evaluates land use proposals for conformity to established plans and ordinances and to insure compliance with applicable City, State and Federal laws.

Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.

Updates city code and ordinances. This is an ongoing process to insure adequate and fair response to compliance and adoption to the changing environment as the city continues to grow.

Will be required to attend City Commission meetings and give presentations. May be required to attend early morning and/or after business hours meetings serving as a staff liaison for boards and ad-hoc committees by providing technical advice and giving presentations.

Supervises and works closely with the Code Compliance Officer to enforce the City Code, and to advise the officer on code interpretation and appropriate actions.

Reviews and makes recommendations on the following to ensure that such development complies with City Code and other applicable ordinances and regulations:

- Annexation/Land Acquisition into City Limits
- Commercial Development
- Residential/Subdivision Development

Oversees the issuing and processing of the following permit processes:

- Change in Land Use Permits
- Conditional Use Permits
- Electrical Affidavits for ETZ area
- Oil & Gas Permits
- Sign Permits
- Development Permits
- Floodplain permits
- Variance Applications

Oversees Economic Development for the City to ensure sufficient business recruitment and retention and promotion of sustainable growth in all sectors of the business community.

- Works closely with Project Management department to ensure short-term and long term planning strategies.

RESPONSIBILITIES

Supervision:	Supervises a department. Determines priorities. Makes recommendations to City manager on hiring and disciplines.
Public Contact:	Contacts with administrators with significant impact on programs, projects or policies.
Budget:	Primary responsibility to prepare and administer a budget for Community Development Department.
Other:	Other responsibilities as directed.

GENERAL INFORMATION

The duties/responsibilities listed 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess basic computer skills and have the ability to write reports.

Education: Bachelor's degree in Land Use Planning, public administration, or community development required. Masters degree in related field preferred.

Experience: Five (5) years of progressively responsible related experience including Three (3) years administrative and supervisory experience preferred.

Knowledge:

- Knowledge of land use laws and comprehensive plans including the process of adoption, implementation and enforcement.
- Knowledge of planning programs and processes; working knowledge of personal computers and GIS applications.
- Ability to communicate effectively orally and in writing and establish effective working relationships with engineers, architects, contractors, developers, owners, supervisors, employees, city attorney and the general public.
- Ability to operate with proficiency the following: personal computer, including word processing; motor vehicle; calculator, phone; copy and fax machine, tape measure.
- Knowledge of the general principles and practices of municipal budgeting.
- Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- Knowledge in historic preservation, downtown revitalization, economic development and grant writing preferred. Ability to become involved with community services.

- Certificates/Licenses:**
- Certification with the American Institute of Certified Planner (AICP) preferred.
 - Certification as a Floodplain Administrator required or must be able to obtain certification within one year of hire date.
- Recertification:** As required by the AICP & Floodplain
- Use of Tools and/or Equipment:** Computers and vehicle. Any additional Computer applications related to the work, including basic GIS concepts and applications.

WORK ENVIRONMENT

- Physical Demands:** Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit and talk or listen. Occasional standing for short periods of time. The employee must occasionally lift and/or move up to 50 pounds.
- Hazards:** Minimum hazardous working conditions. Minor threat to health and/or safety.
- Exposures:** Generally adequate working conditions with minimum environmental conditions to assure comfort.