



JOB DESCRIPTION

Title: **COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**
Department: Community & Economic Development
Class Code: 1788
FLSA Status: Exempt
Effective Date: October 16, 2018

GENERAL PURPOSE

Under broad policy guidance and direction from the Mayor, performs professional, administrative and supervisory responsibilities in developing, directing, and coordinating the Community and Economic Development Department encompassing planning, building, zoning enforcement, redevelopment agency, and business licensing. This position is an at-will position and serves at the discretion of the Mayor.

ESSENTIAL DUTIES

- Oversees supervision of personnel; approves all hiring, promotions, disciplinary actions, and terminations. Establishes and evaluates performance work standards, to include safety policies and procedures; helps resolve difficult personnel problems. Supervises personnel; hires, trains, evaluates and disciplines employees; assigns, monitors and schedules work assignments.
- Prepares and manages annual budget and monitors expenditures. Works with department personnel in developing, negotiating and presenting budgets to the Mayor and City Council; researches various information for grants; writes and negotiates grants; administers obtained Federal grants; administers State monies and other funding received.
- Plans, coordinates and provides overall direction for the various functions of the Community and Economic Development department including developing and implementing strategic planning for the department.
- Plans, coordinates and directs the implementation of the city general plan, small area plans, and Code changes with elected and appointed officials. Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the city general plan; ensures implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting city developments, expansion, transportation and related programs.
- Coordinates and monitors all economic development programs with contractors, property owners, the City, and other interested groups; solicits potential economic developers to Murray; generates and nurtures professional working relationships with private developers, realtors, business leaders, banking and financial leaders, professional economic development and trade associations, state and local government leaders, economic development professionals and other community leaders.
- Provide support to the executive director of the redevelopment agency of Murray; performs and oversees staff functions, including reports and oral presentations related to administration of board business.

- Assists in policy development; researches specific information upon request; aids in administrative decision making processes.
- Maintains liaison with other city departments, community groups, and individuals to explain and discuss various aspects of department functions; makes all necessary reports to city departments and other government agencies as well as to the public.
- Works with the planning commission, applicable boards, and advisory committees to provide leadership, technical insight, and recommendations related to department and city functions. Provides and coordinates reports and oral presentations as required.
- Conducts public meetings and hearings as needed to solicit public response, provide explanation of policy and project options; educates the public through media, reports, public meetings and presentations.
- Serves as a representative on city, state and local boards and committees, such as, affordable housing, homelessness, business enhancement, etc.
- Performs related duties as assigned by the Mayor.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in planning, public administration or closely related field (master's degree is preferred) and six (6) years of related administration and supervisory experience, or an equivalent combination of education and/or experience.

Special Requirements

- Must have a valid Utah Driver's License.
- American Institute of Certified Planners (AICP) certification is preferred.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of government organizations and applicable law, theory and applications; local government structure and operation, including budgetary procedures.
- Considerable knowledge of research methodology and statistics, modern management practices; financial management, banking and real estate practices.
- Knowledge of community development projects, policies and procedures; thorough knowledge of grant writing and research; thorough knowledge of budget development.
- Knowledge of redevelopment laws and processes; local government revenue sources and tax increment financing.
- Skill in the translation of technical data, financial documents and accounting records into an easily understood format.
- Skill in public relations; making presentations, writing reports and other communication practices.
- Ability to establish and maintain effective working relationships with citizens, business owners, developers, financiers and other government agencies.
- Ability to direct, motivate, develop, and evaluate subordinates; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets, and database software; motor vehicle; phone; fax and copy machine.

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 essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally may be exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____