

# HEWITT TEXAS

**Job Title:** Community Development Director

**Department:** Building

**Location:** Community Services

**Reports to:** City Manager

**Date:** 02/15/2018

<b>Grade:</b> 18	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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**Job Summary:** The Director of Community Development is a key member of the City's executive team and is a highly responsible department head, reporting to the City Manager. Primary responsibilities are to serve as the City's Building Official, as well as lead and manage all assigned functions and activities including the City's comprehensive plan, long-range and current planning, zoning administration, building code administration, consultant contract administration, community improvement activities, and recommending and implementing initiatives to promote redevelopment, internal process improvement and City Code advancements.

**Essential Functions:** Direct the activities of the Building Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/ or service offerings. Ensure compliance with federal, state, and local laws, regulations, codes, and/ or standards.

Oversee the staff of the Building Department, which includes community development, building inspections and maintenance, and permits. Prioritize and assign work, conduct performance evaluations, ensure staff is trained, and make hiring, termination, and disciplinary decisions. Establish and enforce departmental policies and procedures. Establish department goals and objectives and identify programs and projects.

Review growth patterns, trends in land use, assessment of community needs and other factors in developing recommendations for promoting and managing community development and services. Resolve problems and issues arising from the development process in a collaborative manner; work with applicants, department staff and other City departments to effectively resolve conflicts between a variety of conflicting or competing interests to reach an amicable resolution.

Develop and implement a variety of planning and development projects. This will include an update of the City's Comprehensive Plan. Confer with City officials, other governmental representatives, developers and the public regarding planning and development activities. Assess the feasibility of and prepare recommendations on development proposals.

Serve as the City's Building Official and maintain all applicable licenses and certifications. Serve as staff liaison to a variety of city boards and commissions and outside agencies, including the Planning Commission, Zoning Board of Adjustment, and others.

Participate in regional planning efforts and meet with the development community, citizens, employees and Federal, State and County representatives to coordinate efforts and ensure compliance with all applicable rules, regulations and ordinances. Attend and make presentations at various commission and City Council meetings and provide staff counsel to commission and council members.

Serve as a member of the City's management team; provide information and recommendations regarding operations; assist in making decisions related to all facets of municipal government.

Ensure all safety and preventative practices are adhered to. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** Skill in strategic thinking and critical thinking. Ability to communicate clearly and effectively, both orally and in writing. Knowledge of leadership and management principles. Knowledge of public administration and governmental operations. Ability to delegate authority and responsibility. Knowledge of building inspection techniques. Knowledge of construction and building maintenance principles. Skilled in reading and interpreting construction plans, drawings, specifications, and special provisions.

**Required Education, Experience, and Qualifications:** Bachelor's degree in Public Administration, or related field and/or Eight (8) to Ten(10) years of progressively responsible experience in Community Development or related field, with four (4) years of supervisory experience. Or an equivalent combination of education and experience. State Plumbing License.

**Preferred Education, Experience, and Qualifications:** N/A

**Physical Requirements:** Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input checked="" type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 20 pounds.

**Machines, Tools, and Equipment:** Personal/Laptop computers, telephone, copy machine, fax machine, printer, digital camera, over-head projector, TV/DVD systems.

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand, including City Council meetings which are the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month, Planning and Zoning Commission and Board of Adjustment meetings.

**Work Conditions/Environmental Factors:** Work in both in an indoor and outdoor environment with potential exposure to adverse weather conditions. May occasionally work near moving mechanical parts. May occasionally be exposed to risk of electrical shock, vibration, fumes, and/or airborne particles.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice***

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_