

COMMUNITY DEVELOPMENT DIRECTOR POSITION DESCRIPTION

General Statement of Duties:

Under the direction of the City Administrator/Finance Director the Community Development Director initiates, creates and is accountable for the successful implementation and continuous improvements of plans, programs, and ordinances. The Director facilitates and meets objectives established by the City committees, including Economic Development Committee and Plan Commission. Performs required duties outlined in the Evansville Municipal Code. Promotes human-scale planning policies that include density, walkability and traditional neighborhood development. Works with the local business community to retain, expand, and recruit as well as market grant, loan and assistance programs. Supervises the Building Inspector and community development interns or secretaries.

Distinguishing Features of the Position:

This position is part of the City's Leadership Team and is many times a resident's or business owner's "first impression" of City Government. The Director exercises considerable judgement, professionalism, and creativity in day-to-day management of staff, application reviews, and community outreach. The Director promotes the City through consistent positive messaging. This position is salaried, exempt, non-represented, and has an employment contract with the City.

Examples of Work (illustrative only):

Planning:

- Acts as Zoning Administrator and reviews all applications for compliance with zoning and historic rules in Municipal Code (subdivisions, site plans, annexations, conditional uses, historic etc)
- Provides staff support for Comprehensive Plan updates and public outreach.
- Provides staff support for Park and Outdoor Recreation Plan updates.
- Recommends policy and ordinance updates consistent with vision guided by Comprehensive Plan, Common Council and Plan Commission.
- Provides staff support for implementation of economic development strategy
- Provides staff support for other long-range planning activities, including the Capital Improvement Plan.
- Maintains organized and approachable web-based permitting and application processes
- Monitors zoning permits for compliance annually
- Generates annual reports of development activities for communication to the public
- Provides staff support to review City projects that uphold energy efficiency, walkability, and good urban design standards

Technical and Professional Advice:

- Staff support and coordination of Plan Commission, Economic Development Committee, Redevelopment Authority, Building Improvement Grant Committee, Tourism Commission, Energy Independence Team, Historic Preservation Commission and other committees/boards that promote the development of the community or as directed.
- Participates in and facilitates meetings of the internal Development Staff Team.
- Advises applicants in pre-application meetings for zoning inquiries and permits (subdivisions, site plans, annexations, conditional uses, historic etc) when practical.
- Supervises Building Inspector and coordinates with police Department code enforcement.
- Maintains parcel and development files/records at City Hall.
- Acts as Floodplain Administrator
- Acts as Community Rating System Coordinator.

Economic Development:

- Markets Evansville to prospects and recruits new businesses under direction of City Administrator/Finance Director.
- Conducts outreach to build/maintain positive business relationships with the City.
- Conducts business retention and expansion (BRE) visits in conjunction with City Administrator and Evansville Area Chamber of Commerce and Tourism and may be required to populate BRE visit results into MadREP/Synchronist database.
- Promotes City's Economic Development Revolving Loan Fund, Building Improvement Grants, State and County Grant/Loan Programs, Focus on Energy, and other financial assistance when applicable.
- Coordinates updates to Available Properties Database with the Evansville Area Chamber of Commerce and Tourism
- Maintains and updates community profile, community investment maps, and other reports as business development resources.

New Development:

- Meets with new development applicants.
- Negotiates development agreements in close consultation with City Administrator.
- Acts as business liaison and assists applicants through "red tape" to better streamline the development process.
- Monitors development agreements for compliance.
- 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.
- Attends, at the direction of the City Administrator, Chamber of Commerce meetings, events, and ribbon cuttings.

- Represents, at the direction of the City Administrator, the City in intergovernmental groups (MadREP, Rock County) as needed and with frequency.
- Creates community development content to populate and maintain City's website

Tourism:

- Coordinates development of content for brochures and flyers.
- Monitors supply and distribution of brochures and flyers.
- Works with the Tourism Commission and Economic Development Committee to provide and populate tourism content for the City's website and Calendar.
- Provides staff support for the Tourism Commission.

Other:

- Assists Finance Department employees with Grant, Loan, and Tax Increment Financing (TIF) reporting/administration.
- Negotiates land acquisition and sales on City's behalf as directed by the City Administrator/Finance Director.
- Maintains involvement in professional organizations and training.
- Supervises the Building Inspector ensuring compliance with building and municipal code requirements, property maintenance standards, and historic preservation requirements.
- Performs such additional duties as may, from time to time, be directed by the City Administrator/Finance Director

Required Knowledge, Skills, and Abilities:

- Bachelor's degree in architecture, landscape architecture, urban design, business development or closely related field is required.
- Ability to acquire and maintain a valid 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, GIS, telephone, copy machine, fax machine, optical scanner, postage meter, and all other equipment as 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 often required to travel from primary work site to observe or document building or site conditions. 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, an interview and reference check. Job related tests may be required.

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
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