

CITY OF PLAINWELL JOB DESCRIPTION

COMMUNITY DEVELOPMENT MANAGER

Supervised By: City Manager
Supervises: None

Position Summary:

This position plans directs and coordinates the full range of community development activities including planning, building, zoning administration, code enforcement, economic development, which includes current and long-range real estate and land activities within the City. Works with the Planning Commission, Downtown Development Authority and other stakeholder groups, to coordinate goals and objectives set by the City. Is the primary Liaison to local businesses for the City to support local businesses and resolve any issues which may arise.

Essential Job Functions:

Reading and writing; giving and receiving oral instructions; oral communication with public; oral presentations at meetings; ability to occasionally work long hours.

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Coordinates the strategies

1. Coordinates the strategies and methods for economic development intended to attract and retain commercial and industrial business in the City.
2. Works cooperatively with the Chamber of Commerce and other groups in developing and coordinating promotional events. Provides advice and information on projects and economic development issues and encourages a cooperative working environment between the DDA, Chamber, City and other agencies impacting the City.

3. Assembles and submits grant applications to federal, state and private organizations related to economic development.
4. Determines applicable codes, regulations and requirements for assigned projects.
5. Responsible for administrative functions including, but not limited to, record keeping, budget development, preparation of reports, grant writing, project status reporting and meeting agendas and minutes. Develops and maintains data systems to track the progress of projects related to job creation and business retention.
6. Assists professional staff in the review, analysis, and assessment of development proposals pursuant to processing applications for zoning permits (i.e. zone changes, conditional use permits, variances, waivers etc.).
7. Coordinate and attend Planning and TIFA/DDA meetings, including the preparation and presentation of reports, recommendations, agendas and information to support those committees.
8. Attends various City, Council, staff and community meetings as required.
9. Work with City officials to develop, implement and monitor long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
10. Keeps abreast of current planning principles and practices, technology, regulations and literature that apply to City planning projects.
11. Identifies and accesses funding sources; maintain relationships with funding sources and ensure compliance with reporting requirements, administers contractual agreements with government agencies to ensure appropriate fiscal controls.
12. Performs other duties as assigned by the City Manager.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree, or equivalent experience in business, public administration, planning and urban development or closely related field, is required. Specialized courses and training in economic and community development are preferred.
- Five or more years in economic and/or community development, complex project management or related experience required. Progressive responsibility and experience in a municipal or public sector setting including managerial/supervisory experience.
- A valid Michigan Vehicle Operator's driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of the best practices, procedures, methods and techniques associated with economic and community development and administration.
- Knowledge of local, State and Federal programs, statutes, regulations and procedural requirements related to economic development and redevelopment and community and neighborhood revitalization.
- Knowledge of applicable City ordinances, policies, City Charter, and general City services and operations to effectively direct and assist the public.
- Skill in handling difficult public relations issues with tact and diplomacy.
- Ability to develop and deliver engaging and effective marketing and public relations documents, multi-media and presentations.
- Ability to write strategically targeted and effective grants.
- Ability to collect, compile and analyze data, prepare budgets and reports and present information to groups in a public setting.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to the department including GIS; and the ability to master new technologies.

- Ability to work constructively and interact professionally with state and federal economic development program representatives, elected officials, city economic and planning boards and commission, colleagues in other departments, the general public, co-workers and the media.
- Ability to attend meetings and events outside of normal business hours.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 is regularly required to talk or hear, works both in an office and in the field. Frequent writing, walking, standing, bending,, kneeling, stooping, use hands to fingers, handle or feel, reaching with hands and arms, sitting in office chair, keyboarding with repetitive keystrokes, read regular and small print, visual contact with computer terminal and written documents; communicate with others in person and on the telephone; occasional lifting items weighing less than 15 pounds, reaching and lifting, carrying boxes of materials from one location to another, driving motor vehicle.

While performing the duties of this job, the employee regularly works in an indoor office setting and occasionally works outdoors. The employee regularly travels between work sites using a motor vehicle or walking in the downtown area. The noise level in the work environment varies from quiet to loud.

ACKNOWLEDGMENT

This job description has been presented to employee_____. The Employee and the Employer have had the opportunity to discuss the job description and ask any questions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with our without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position and will use this description as an outline and guide of the expectations and requirements of the position.

Print Name of Employee

Signature of Employee

Date