

Community Development Director

Title	Dept.	FLSA Status	ADA Applicability	FMLA Eligibility	Reports to	OSHA
Community Development Director	Administration	Exempt	Applicable	Ineligible	City Administrator	N/A

POSITION SUMMARY

Under the direction of the City Administrator, the Director of Community Development is an exempt position under FLSA. Ensuring development within the city limits occurs legally and logically is the primary responsibility of this position. Providing citizen assistance and gathering information for the City Council is expected. This position supervises the city's planning and development function as well as building inspection.

ESSENTIAL DUTIES

- Administer government plans or policies affecting land use
- Draft regulations pertaining to land use and development
- Gather and analyze data from market research, census and economic and environmental studies
- Conduct field investigations to analyze factors affecting community development/decline, including land use
- Assess the feasibility of development proposals and site plans and identify for approval or denial
- Stay current on zoning and building codes, environmental regulations, and other legal issues
- Assisting in the management of the city's current infrastructure and urban resources
- Oversees the recruitment, employment, evaluation and release of staff with approval from the City Council

OTHER DUTIES

- Prepares reports for applications by homeowners and businesses regarding planning and zoning, and Zoning appeals
- Attend City Council, Planning Commission and Board of Zoning Appeals meetings
- Prepares and oversees budget, code department invoices and statements for line-item budget accounting

REQUIRED/PREFERRED

- A bachelor's degree in planning or a related field. A master's degree is preferred
- Certification with the American Institute of Certified Planners (AICP), preferred
- Member of the American Planning Association (APA), preferred
- Minimum of 8 years of Planning/Zoning experience with 4 years of supervisory experience
- Must possess a valid Kansas driver's license and maintain an insurable driving record
- Drug/alcohol screening required
- Performs other duties as assigned

**COMMUNITY DEVELOPMENT
POSITION REQUIREMENTS**

City of Louisburg

SKILL SET

- Superb project management skills
- Strong written and oral communication and interpersonal skills to explain rules and procedures clearly to the public and developers
- Experienced in using Adobe Creative Suites programs, such as Illustrator, Photoshop and InDesign or similar software
- Working knowledge of web-based mapping platforms
- Ability to generate high-quality graphics, diagrams, maps, sketches and/or renderings
- Detailed knowledge of the principles behind new urbanism, transit-oriented development and complete street design
- GIS programs and applications

PHYSICAL DEMANDS

- Physical activity associated with working in an office setting is required to perform the daily duties of this position. The employee must possess the ability to walk, stand, and perform repetitive lifting of items weighing from 10 to 25 pounds. Employee must also be able to operate a two-wheel dolly, cart, ladder, and vehicle.

COMPENSATION

- Salary range: \$75,000-\$85,000
- Reduction of the 2080 working hours in year by 120 hours. This increases the “effective” rate of pay actually received by the employee
- City pays 100% of employee medical, dental and vision; dependent paid at 50%
- Flex Spending account
- Life Insurance
- Paid holidays
- Paid vacation
- KPERS (Kansas Public Employees Retirement System)
- Preferred residence is Louisburg or Miami County but otherwise must live within 30 miles

The specific statements shown in each section of this description are not intended to be inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.