

VILLAGE OF MONTGOMERY POSITION DESCRIPTION

POSITION TITLE:	Director of Community Development
DEPARTMENT:	Community Development
FLSA STATUS:	Exempt
JOB GRADE:	11

NATURE OF WORK:

This is advanced administrative and managerial work directing the activities of the Community Development Department directly and through subordinate personnel. Work involves creating, directing, managing, coordinating and evaluating department programs and activities. Work also involves supervising professional staff; developing long and short term goals and preparing and submitting departmental budget. This position serves as liaison to other Village departments, the Board of Trustees, Village Administrator, agencies, governmental bodies, committees, and boards.

SUPERVISION:

Work is performed under the administrative direction of the Village Administrator.

This position exercises general supervision over all Community Development Department personnel.

ESSENTIAL JOB FUNCTIONS:

Directs professional staff in various divisions including planning, building, code enforcement, and economic development; assigns projects, provides direction and assists in resolving problems.

Develops and manages short and long term departmental goals and objectives; develops annual departmental budget and submits to Village Administrator and Board of Trustees.

Conducts analyses and studies, writes reports, presents results and makes recommendations; writes a variety of reports, correspondence, grants, ordinances, etc.

Conducts negotiations with developers, property owners, etc., regarding proposed subdivisions and major construction projects.

Serves as liaison and presents information to a variety of committees and boards such as the Village Board, Plan Commission, Zoning Board of Appeals, professional groups, citizen groups, service groups, the public and news media.

Interacts and coordinates activities with a variety of other agencies at the local, State and Federal levels; interprets and enforces local, State and Federal codes, ordinances and laws; coordinates activities with other Village departments.

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Selects, reviews and, as necessary, directs the work of consultants, contractors and vendors.

Supervises the Code Compliance activities of the Village, ensuring that proper procedures are established for the enforcement of the provisions of the Zoning, Subdivision and Sign Ordinances.

Monitors and evaluates staff on a regular basis to ensure efficiency and effectiveness of the department and the quality of services provided; implements remedies as needed.

Promotes and maintains responsive community relations; assigns responsibility for investigating or personally resolves citizen complaints.

Hires, trains and evaluates personnel; directs resolution of sensitive personnel issues and oversight of the disciplinary process.

Attends technical training, conferences, and meetings; reviews technical literature; analyzes applicability of new approaches and philosophies for the Village of Montgomery, implementing where appropriate.

Represents the department in relations with other Village Departments; resolves interdepartmental conflicts, etc.

Complies with all personal safety rules and regulations, both written and verbal, as instructed by the Village Administrator.

OTHER JOB FUNCTIONS:

Performs related duties as assigned.

REQUIREMENTS OF WORK:

Graduation from an accredited four year college or university with major course work in urban planning or related field is required; A Master's Degree in Public Administration or Business Administration is desired; seven to ten years of experience in Planning, Community Development or related field with at least four years in a progressively responsible supervisory capacity; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Thorough knowledge of the principles and practices of Planning, Zoning and Community Development, including an understanding of the fundamentals of urban design, economics, demography, municipal finance, urban planning, sociology, engineering, architecture, and building construction.

Thorough knowledge of plan review techniques including reading and evaluating plans, reading and working with engineering and architectural scales, etc.

Considerable knowledge of general administration, management and budgeting techniques, especially as applied to the public sector.

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Knowledge of various state statutes, local ordinances, codes and regulations pertaining to Economic Development, Code Administration, Engineering, and Planning and Zoning.

Knowledge of mathematics as applied to Community Development activities (i.e. basic trigonometry, areas of lots, ratios, etc.).

Knowledge of supervisory techniques including motivation, discipline, goal-setting, evaluation, etc.

Some knowledge of the organizational ramifications, constraints, and relationships prevalent in a municipal setting.

Ability to establish and maintain effective working relationships with elected officials, employees, architects, developers, contractors, engineers, other agencies and the general public.

Ability to respond tactfully to requests and inquiries from the general public, other departments and divisions within the Village.

Ability to plan, direct, organize, supervise and carry out complex research projects and present the results effectively.

Ability to read, interpret and apply codes and ordinances as well as coordinate and propose amendments to codes and ordinances.

Ability to effectively present information, both written and oral, to various Boards, Commissions, Committees and other groups.

Ability to write technical reports, memorandums, documents, etc.

Ability to, on a regular basis, analyze situations and effectively solve problems related to Community Development and Planning issues.

Ability to perform plan review including evaluating plans, reading and working with engineering and architectural scales, etc.

Ability to maintain the physical condition appropriate for the performance of assigned duties and responsibilities.

Ability to resolve conflicts, negotiate solutions and maintain composure in stressful and confrontational situations, both internal and external.

Ability to effectively supervise subordinate personnel by incorporating motivational techniques, discipline, goal-setting, etc.

Ability to communicate clearly, both orally and in writing.

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NECESSARY SPECIAL REQUIREMENTS

Certification by the American Institute of Certified Planners (AICP).

Possession of a valid Illinois driver's license.

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 frequently required to talk or hear; sit; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, bend, and crouch while making field inspections of work in progress on a variety of development sites, properties, and buildings in the Village. The employee must frequently lift and/or move up to 20 pounds and occasionally 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and prolonged visual concentration.

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