



CITY OF WAUKEE
invites applications for the position of:

Community Development Director 2021

SALARY: \$105,872.00 - \$123,855.00 Annually

DEPARTMENT: Community Development

OPENING DATE: 11/17/21

CLOSING DATE: 11/29/21 04:00 PM

JOB PURPOSE:

The Community Development Director holds full responsibility to plan, develop, implement, and coordinate the ongoing activities of the Department including long-range planning, land use, neighborhoods, transportation networks, infrastructure needs and parks and trail systems.

Please click [here](#) for more information.

If interested, please apply by completing a job application and attaching a cover letter and resume.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS:

- Leads and directs the Community Development staff through selection, orientation, training, performance management and discipline according to standard operating procedures and City policy.
- Develops and directs Community Development Department policies, procedures, regulations, programs, systems, operations, goals and objectives.
- Oversees the financial aspects of the Community Development Department operations, including accounting for department revenues, approving expenditures, keeping accurate inventory, and preparing the annual CIP and budget request.
- Directs and participates in the preparation, implementation and compliance with the City's Comprehensive Plan, Land Use Ordinances and Zoning Ordinances.
- Directs the development plan review and approval process with developers, consultants, other City departments and others.
- Provides professional planning and development advice, coordinates the department's research and compiling of information and makes recommendations to the Planning and Zoning Commission, Zoning Board of Adjustment and Board of Appeals.
- Directs building and code compliance operations related to building inspection and nuisance abatement.
- Provides information and responds to inquiries about City development efforts, including written, graphic and technical presentations, maps and reports to various groups, citizens, contractors, developers, or other interested parties.
- Manages the maintenance, updating and completion of required reports to regulatory agencies and outside interests.

SUCCESS FACTORS:

- Take action in solving problems while exhibiting judgment and a systematic approach to decision making; identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effectiveness.
- Create positive energy in both individuals and groups to build high morale and group commitments to goals and objectives.
- Actively support all efforts to increase cooperation, communication and collaboration between and among co-workers, departments, City officials, officials from other jurisdictions, the business community and the general public.
- Train, motivate and monitor the effective work of staff.
- Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Safeguard confidential information and use it or disclose it only as expressly authorized or specifically required in the course of performing specific job duties.
- Contribute to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Utilize high level of conflict resolution skills with staff, community members, elected officials and all stakeholders.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed and all staff members meet those standards while exhibiting consistent treatment of all staff.

QUALIFICATIONS:

- Bachelor's Degree in Community/Regional Planning, Landscape Architecture, Architecture or other related field required, Master's preferred
- AICP certification or ability to obtain within one year from date of hire.
- Five (5) years of experience in a planning position or related field with progressive responsibility levels.
- Working knowledge of the principles and practices of land use planning as well as strong analytical, writing and communication skills.
- Ability to establish and maintain effective working relationships with the public, City Council, city employees, vendors and other agencies.
- Ability to read, analyze and clearly interpret professional publications, technical manuals and complex regulations and to communicate these in understandable terms.
- Excellent knowledge of current municipal, state and federal codes, laws and ordinances relating to community development.
- Knowledge of the principles and practices of civil engineering, plane surveying, grading and general municipal public works construction.
- Access to transportation with insurance at required state levels to conduct business throughout the assigned area.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

- Able to effectively present information and respond to questions from groups of directors, staff, developers, contractors, colleagues, elected officials and the general public.
- Able to function productively in a standard office environment accessing cabinets, shelving, work areas and office equipment.

- Able to sit for long periods of time and to maintain focus on project such as computer screen.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and the community.

WORKING CONDITIONS:

- Climate controlled office with hazards typical to that environment.
- Position requires travel within and outside of the City which imposes common travel hazards.
- Standard work hours would be Monday – Friday 8:00 AM – 5:00 PM and position will often include meetings, presentations and events during weekends and evenings.
- To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee City Hall.
- There is no residency requirement for this position.