



## City of Council Bluffs

### Director of Community Development

**Department:** Community Development

**Supervisor:** Chief of Staff

**Location:** City Hall

**FLSA Status:** Exempt

**Prepared By:** Cori Shaw, Recruiter

**Prepared Date:** November 2021

**Union:** Non-Union

**Pay Grade:** 34

**Pay Range:** \$107,470.93 - \$137,163.59

The City of Council Bluffs is an Equal Opportunity Employer.

**Summary:** Under the general direction of the Mayor, directs and administers the activities of the Community Development Department's four divisions: Planning, Housing & Economic Development, Permits & Inspections, and Animal Control. Functions as the primary advisor to the Mayor with regard to community development affairs.

**Essential Duties and Responsibilities:**

- Directs and coordinates the administration of the Community Development Department to assure that the desired level of service is being provided:
  - Hires, disciplines, and directs employees under his/her control in accordance with the policies of the City
  - Plans and directs training opportunities for departmental employees to develop their potential and ability to function in their jobs
  - Reviews and evaluates the performance of those departmental employees directly responsible to him/her on a regular basis
  - Defines and delegates authority and responsibility to appropriate subordinates
  - Administers applicable union contracts and personnel policies within the department
  - Administers the budget of the department
  - Administers grants within the department and obtains consensus on program emphasis to obtain departmental goals
  - Develops and makes application for various federal and state grant programs
  - Administers grant programs related to community development
  - Designs and may direct or perform studies related to community development, and coordinates those efforts with appropriate agencies, boards, or commissions

- Provides advice and recommendations to the Mayor, to other management staff members, and to the City Council:
  - Prepares factual, clear, and concise written reports with specific recommendations
  - Serves as a member of management committees as assigned
  - Reviews proposals submitted by other management staff members and makes appropriate comments and recommendations
  - Keeps the Mayor and appropriate management staff members informed of important developments which may affect the administration of City government
  - Maintains current knowledge of innovative ideas and developments and recommends changes in current operations and practices where applicable
  - Attends meetings of boards and commissions, or arranges for staff attendance, and acts as staff liaison
  - Advises and consults with Planning Commission; Zoning Board of Adjustment; Historic Preservation Commission; Community Development Advisory Committee; and federal, state, or local agencies concerning departmental issues
- Prepares an annual departmental budget request, with appropriate justifications and aids in the development of the proposed annual City budget
- Makes public presentations and assists the public on an individual basis:
  - Gives presentations to civic and governmental organizations
  - Attends and makes presentations at City Council meetings as required
  - Responds to citizen calls, questions, and complaints
- Represents the City in metropolitan, state, and national organizations where delegated and where the interests of the Council Bluffs community are involved
- Regular and predictable attendance is required
- Other duties as assigned

**Residency Requirement:**

Employees must live in City Limits within six (6) months from original hire date

**Supervisory Responsibilities:**

Directly supervises employees within the Community Development Department's four divisions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's Degree in Public Administration, Planning, Architecture, Engineering, or related area
- Minimum of seven (7) years' experience in planning, community development programs, economic development, code enforcement, and/or construction management
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

**Certificates, Licenses, Registrations:**

- None required

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is normally quiet.

**Other Skills and Abilities:**

- Comprehensive knowledge of the principles and practices of planning and community development;
- General knowledge of construction and building codes and processes;
- General knowledge of code enforcement;
- Knowledge of federal and state program policies; laws and programs pertaining to development and community development;
- Considerable knowledge of economic development and redevelopment activities
- Thorough knowledge of the principles and practices of public administration
- Ability to direct, supervise, and coordinate several programs and activities of the department with other municipal departments and other public and private agencies
- Ability to analyze and systematically supervise subordinates engaged in research and development activities
- Ability to establish and maintain effective working relationships with associates, subordinates, municipal officials, boards and commission members, representatives of other agencies, community leaders, and the general public
- Ability to work effectively within a system of team management