

# Assistant Community Development Director

Community Development · Altoona, Iowa

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Opening Date: July 8, 2024

Closing Date: August 2, 2024

REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR

DIRECT REPORTS: None

POSITION SUMMARY:

Under the general supervision of the Community Development Director, performs a wide variety of professional, administrative, and technical tasks in the planning, zoning, and code compliance. Serves as Community Development Director in their absence. Prepares the City's comprehensive development plans and land use ordinances. Responsibilities include the technical advice for development, building, land use, zoning codes, or other related areas for creation of policies. Responsible for technical review of subdivisions, site plans, and development plans including approval process with developers and consultants. Under the direction of the Community Development Director, attends meetings and writes reports for the Board of Adjustment, Planning and Zoning Commission, Arts and Culture Commission, City Council, and other groups as necessary.

ESSENTIAL FUNCTIONS:

- Serves as Community Development Director in their absence.
- Assist with directing activities in planning, zoning, and land development including annexation, rezoning, land development, special use permits, and variances.
- Plans, develops, coordinates, and implements activities related to code enforcement, city planning, and development.
- Serves as technical consultant to the Planning and Zoning Commission, Board of Adjustment, Arts and Culture Commission, and related boards and committees and presents staff reports and recommendations to those bodies.
- Oversees and coordinates the development and revision of the city's comprehensive plan, subdivision regulations, and zoning ordinance.
- Oversees reports required by state and federal guidelines and requirements.
- Receive, investigate and resolve complaints relative to community development department services.
- Serve as a liaison between the city and various public agencies, business and civic groups and other organizations in the presentation and discussion of community development related problems, proposals, projects and policies.
- Develop and recommend policies and procedures regarding departmental operations.

- Assist with administering and assisting with the selection, orientation, training, performance management, and discipline of employees in the community development department in accordance with City policy.
- Represent the community development department at City Council meetings in Director's absence.
- Assist with reviewing, mediating and resolving the community development department's personnel problems which may arise.
- Assist with preparation and administration of the community development department's budget.
- Performs other duties and responsibilities as assigned.

#### PERIODIC JOB DUTIES:

- Represents the City at various regional boards and commissions as directed by the Community Development Director.
- Assist with the city's annual capital improvement program.

#### TYPICAL QUALIFICATIONS:

- Education – Bachelor's degree related to Community/Regional/Urban Planning, Landscape Architecture, Civil Engineering, Public Administration or related field. Master's degree is preferred.
- Experience – At least five (5) years of related work experience in community development, planning or public administration or related field

#### SKILLS:

- Ability to take initiative.
- Ability to work independently with intermittent direct supervision.
- Effective oral and written communication skills.
- Effective interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.
- Ability to deal with politically sensitive issues and maintain confidentiality.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Problem-solving, decision-making ability and sound judgment appropriate to the work activities.
- Ability to perform routine mathematical computations accurately.
- Ability to mediate disputes between subordinates.
- Ability to model leadership skills to promote confidence in decision-making.
- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

#### KNOWLEDGE:

- Knowledge of theory, principles, standards, information sources, and professional practices applicable to urban planning, park design, planning and zoning law, and development plan review.
- Knowledge of environmental maintenance management practices.

- Knowledge of local planning, zoning, building, development, inspection services and policy development.
- Knowledge of laws, regulations, and ordinances governing area of assignment.
- Knowledge of GIS and its application to the planning profession.
- Knowledge of office equipment, including telephone, photocopier, laser printers, personal computers, etc.
- Knowledge of the budgetary process.

WORKING CONDITIONS:

- Normal office environment with occasional outside working conditions.
- Ability to lift, carry, push and pull up to fifty (50) pounds.
- Occasional exposure to inclement weather.

REQUIRED SPECIAL QUALIFICATIONS:

- Valid Iowa Driver's license
- Periodically called during off-hours for emergencies, work assignments and programs.

***The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.***