



Community Development Director

Hiring Range: \$131,060 - \$139,734

(Full Salary Range: \$131,060 - \$163,945)

A GROWING COMMUNITY

Elko New Market is a growing community of more than 5,000 residents in Scott County, offering small-town character with convenient access to the Twin Cities metropolitan area. The community continues to welcome new residential and commercial development while planning thoughtfully for its future. Residents enjoy quality neighborhoods, parks and trails, recreational opportunities, and a strong sense of community. As Elko New Market grows, the City is focused on expanding employment and housing opportunities, strengthening its commercial and industrial tax base, investing in infrastructure and community amenities, and maintaining the character and quality of life that make the community a desirable place to live and work.

COMMUNITY DEVELOPMENT

The Elko New Market Community Development Department is comprised of three divisions: Building Inspections, Planning & Zoning, and Economic Development.

The department is tasked with:

- Protecting the public health, safety, morals, comfort, convenience, and general welfare.
- Educating and informing the public on economic, building, planning, and zoning related issues.
- Promoting, attracting, and retaining businesses.
- Encouraging a diversified tax base (residential, commercial, and industrial growth).
- Promoting safe and orderly development.
- Enforcing government regulations.
- Assisting in the development and implementation of strategic and long-range plans.
- Conserving and enhancing natural resources and aesthetically pleasing scenery.

KEY RESPONSIBILITIES

- Provide leadership and overall administration of the Community Development Department, including staff supervision, budgeting, policies, and long- and short-term goals.
- Lead planning and zoning functions, including the comprehensive plan, land use applications, ordinance development, and development agreements. Serve as the City's Zoning Administrator.
- Guide economic development initiatives, including business recruitment and retention, policy development, and business subsidy programs.
- Oversee parks and recreation activities, including park and trail system planning and coordination.
- Oversee the building inspection and code enforcement program.
- Administer the City's GIS system and prepare and oversee grant applications.
- Provide professional staff support to the City Council, Planning Commission, Parks & Recreation Commission, Economic Development Authority, and other boards and committees.
- Coordinate with regional partners, state agencies, and other local governments, and represent the City at various functions.
- Other duties as assigned.

DESIRED ATTRIBUTES

- **Experienced and knowledgeable municipal planner** – Brings strong land-use planning experience, including development review, plats, subdivisions, CUPs, variances, and applications. The City specifically identified an active municipal land-use planner as its ideal background.
- **Strong relationship builder and communicator** – Builds trust and maintains positive relationships with residents, developers, businesses, elected officials, staff, and community partners. The City takes particular pride in its relationships with the development community.
- **Collaborative team player and mentor** – Works collaboratively in a small, non-hierarchical organization, contributes wherever needed, and is willing to teach and mentor less-experienced staff.
- **Proactive, strategic thinker** – Able to anticipate issues, think beyond immediate demands, and help move the department from a reactive approach toward more deliberate, proactive planning and economic development.
- **Adaptable, resourceful and comfortable managing multiple priorities** – Thrives in a high-tempo environment, can effectively triage competing demands, and brings the flexibility to adapt as the community continues to grow and change.

PROJECTS/PRIORITIES/GOALS

- **Lead the City's Comprehensive Plan update** – Help advance the Comprehensive Plan over the next several years, including community engagement and coordination with the City Council and community.
- **Adopt a Shoreland Ordinance** – Lead the development and adoption of the City's Shoreland Ordinance in response to DNR requirements.
- **Manage and guide continued residential and commercial development** – Oversee development applications, plats, subdivisions, development contracts, and related projects while maintaining the City's strong relationships with developers and builders.
- **Build a thoughtful, proactive Community Development Department** – Strengthen internal processes, support and mentor staff, improve capacity, and help position the department to thoughtfully manage the community's continued growth rather than continually responding to it.
- **Advance proactive economic development** – Help transition the department from a primarily reactive approach toward proactively identifying and pursuing economic development opportunities as the community grows.

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\$131,060 TO \$139,734

FULL SALARY RANGE:

\$131,060 TO \$163,945

BENEFITS

- Paid Time Off
- Earned Sick and Safe Time
- Paid Holidays
- Health, Dental, and Vision
- HSA
- Life & Disability
- PERA Pension & 457B Retirement Plan

EDUCATION & EXPERIENCE

Bachelor's degree in Urban Planning, Public Administration, or a related field and a minimum of seven years of progressively responsible planning experience, including economic development and supervisory responsibility. A master's degree, AICP certification, and/or economic development certification is preferred. A valid Minnesota Class D driver's license is required.

CLICK HERE TO APPLY

Application Deadline:
October 21, 2026