

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #10: COMMUNITY DEVELOPMENT DIRECTOR

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Community Development / Administration
WORK LOCATION: ANNEX **SALARY RANGE:** \$75,227 - \$108,292 per year
PAY CLASS: Executive –Exempt
DAYS WORKED: Monday - Friday **HOURS WORKED:** 8:00 a.m. – 5:00 p.m.
TYPE OF POSITION: Regular / Full-Time
APPLICATIONS WILL BE RECEIVED UNTIL: *Open until filled*

JOB DUTIES

ESSENTIAL DUTIES:

Performs executive level administrative, supervisory, and public contact work necessary to plan, organize and direct the planning divisions, metropolitan planning organization, building inspection, and development services of the Community Development Department.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Plans, organizes and directs the activities of the Community Development Department, and the preparation and administration of the Unified Development Code in collaboration with the Planning Commission, City Council and City Management Team.

Assigns work projects, establishes individual project scope, schedule, and performance expectations, monitors progress, and evaluates staff and project performance results.

Directs data gathering, analysis and reporting on planning, zoning and development related issues.

Interprets and administers the general plan, specific area plans, zoning ordinance subdivision regulations, and the City development regulations, policies and guidelines and reviews proposed developments for compliance with plans and ordinances.

Recommends amendments to the Unified Development Code, comprehensive plan, area specific plans, zoning ordinance and other development ordinances and plans.

Reviews staff work and presents reports and recommendations regarding zone changes, variances, use permits, specific area plans and general plan and proposed developments.

Provides information, technical assistance and professional guidance to developers, architects, engineers, the general public, Planning Commission, Oil & Gas Commission, Administrative Review

Board, and other Boards and Commissions, and the City Council.

Provides recommendations and guidance to the City Manager, City Council and others on planning policies and development related issues.

Resolves customer service issues and disputes presented by the general public, development community, City Manager, and City Council regarding development requirements and procedures.

Establishes department operating policies and procedures.

Develops and manages the adopted departmental budget to ensure that the department complies with the City Council's annual financial plan for the City. Maintains responsibility for the preparation of the Five Year Capital Improvements Plan as part of the annual City budget process.

Makes oral and written presentations to the City Council, Planning Commission, and other City Boards and Commissions.

Conducts interviews and selects new staff members, develops staff objectives and work plans, reviews and evaluates performance, and counsels employees in compliance with the personnel ordinance and related administrative regulations.

Conducts neighborhood meetings to promote public participation and meets with neighborhood groups and developers to mediate and resolve issues and development disputes.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

The community development director is appointed by, reports to and serves at the pleasure of the City Manager.

Maintains responsibility for conducting the regular meetings for the Administrative Review Board, Planning and Zoning Commission, Oil and Gas and Geologic and Engineering Hazards Advisory Commission, and the Electrical Code Advisory Committee.

Performs related duties as required.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes, pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

Bachelor's degree in urban planning, planning, urban design or a related field is required; graduate degree or graduate level coursework preferred.

Seven (7) years of experience in urban planning with a minimum of three (3) years of supervisory experience at a similar or larger-sized organization required.

Valid New Mexico driver's license with acceptable driving record for the past three years.

Considerable knowledge of urban planning, building inspection, planning and zoning, transportation, and traffic engineering policies and procedures and economic development.

Skill in dealing with the public, subordinate supervisors and employees from a responsible management perspective.

Ability to establish and maintain effective working relationships with elected officials, advisory boards and commissions, the City Manager, fellow department heads, subordinate supervisors, employees, and the general public.

In addition to the above identified characteristics and experience, the following attributes are also important qualities for the Community Development Director:

- Positive, responsive and customer-oriented attitude;
- Confident and comfortable in dealing with pressure coming from a variety of sources simultaneously;
- Energized by major challenges and accomplishments;
- Knowledgeable about contemporary development services technological applications;
- Communicates with confidence, integrity and professionalism;
- Superior decision maker; takes risks courageously and judiciously;
- Exceptional and proven manager of people;
- Displays genuine concern for staff development and quality of work life;
- Possesses sound judgment and excellent intuition;
- Fosters and rewards innovation and creativity at all levels; and,
- Proactive problem solver.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

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