

*Personnel  
6-2-14*

14-1184

**Job Description**  
**COMMUNITY DEVELOPMENT DIRECTOR**  
**CITY OF MANITOWOC**

<b>Human Resource Use Only</b>
<b>Position Number:</b>
<b>Step/Grade</b>
<b>Effective Date:</b>

**POSITION IDENTIFICATION**

Position Title: Community Development Director  
 Division: Community Development Department  
 Status: Full Time Exempt  
 Normal Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.), plus additional hours as necessary

**SUPERVISORY RELATIONSHIPS**

Reports to: Mayor and Common Council  
 Directly Supervises: City Planner, Associate Planner/Community Development Expediter, Building Inspector, Plumbing Inspector, Electrical Inspector, Secretary and Assessor.

**POSITION PURPOSE**

The Community Development Director is the director and administrator of the Community Development Department which oversees Planning, Building Inspection and Assessor departments of the City, and is responsible for the initiation, direction and supervision of all matters related to planning and community development. This position also directs the City's economic development program, planning program, zoning code implementation and property tax assessment programs.

**ESSENTIAL DUTIES**

- Administer all community and business development loan and incentive programs, brownfields and housing assistance programs.
- Develop and review planning projects, special assignments, coordinating technical studies, designs and master plans, including planning, assigning, overseeing and reviewing real estate development projects and code enforcement issues. Present all studies, conduct public hearings, and provide written and verbal reports and recommendations to the Mayor and Common Council, as well as other boards and commissions.
- Work with developers, as needed, to guide them through the development process and to serve as an effective information resource; coordinates activities between departments and other entities relating to community development issues and projects.
- Oversee and implement policies regarding the City's industrial parks, including the coordination of all land sales, options/rights of first refusal, protective covenants, and development activities within the parks.
- Oversee State and Federal programs for which the department has primary responsibility including, community and economic development, brownfields, the Community Development Block Grant Program and coordinate the preparation, submittal and implementation of City grant applications and management of approved contracts in the areas of community and economic development.
- Works with local businesses to address their needs.
- Works to seek new businesses to move to Manitowoc.
- Works with agencies in the development of plans affecting development in the community.

- Initiates updated and refinements to City ordinances and codes dealing with community development, including zoning ordinance, subdivision regulations, building and housing codes, etc.
- Assist in preparation of applications for historic investment tax credits, and other business financing support for business and industry and maintain design review and historic preservation.
- Review requests for certificates of appropriateness (design review), and implementation of historic preservation ordinances.
- Develops, initiates, and provides assistance on special projects such as the neighborhood blight program.
- Administer the activities of the Department, including the assignment of work activities for projects and programs undertaken and maintaining the City's comprehensive plan, ordinance revisions, and documents related to land use policy and zoning.
- Directly advise the Mayor and Common Council, along with other boards and commissions.
- Directs and provides recommendations on requests regarding land use and development, including rezoning, special use permits, subdivisions, planned developments and variances;
- Provides staff support ensuring the preparation of minutes and record maintenance for the Plan Commission, Community Development Authority, Industrial Development Corporation, Housing Board of Appeals, Zoning Board of Appeals and TIF Joint Review Board.
- Provides overall coordination and direction to the City's computerized Geographic Information System and programming.
- Review and present all zoning and Official Map text and map amendments, subdivisions, vacations, site plans and other planning documents to various public bodies for their review, including holding of public hearings.
- Reviews and administers the Department budget.
- Attends meetings of the Common Council, Plan Commission, and other committees as required.

## **OTHER DUTIES**

Perform other related duties as assigned.

## **MINIMUM POSITION QUALIFICATIONS**

**Education:** Required bachelor's degree with major course work in planning, geography, or a related field. Master's Degree in urban planning/policy, economic development, public administration, or a related field is strongly preferred.

**Experience:** Minimum seven (7) years of progressively responsible experience (minimum of four years which include management and/or supervision) in economic development and/or the planning profession. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position. Competencies in areas such as business

retention and expansion, real estate development and reuse, and economic development finance/credit analysis preferred.

**Certifications/Licenses:** Possession of, or ability to obtain certification as a member of the American Planning Association (APA) or American Institute of Certified Planners (AICP) within one (1) year of the date of employment. Economic development financing certification by National Development Council (NDC), International Economic Development Council (IEDC), or comparable agency is preferred. Must possess a valid Wisconsin driver's license.

**Other Requirements:** This position requires an individual who is an independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge of the principles and practices of planning, zoning, development, redevelopment, housing, construction and maintenance; familiarity with land economics, urban design, master planning, real estate and real estate construction principles, business and municipal finance and other related subjects as applied to community development.
- Knowledge of TIF procedures and other municipal financing programs including federal revenue bond and tax credit programs.
- Knowledge of the Wisconsin law relating to land use and development regulations.
- Ability to perform technical planning work involving the research, review, analysis and coordination of activities, including development projects, annexation, zoning, Official Map, certified surveys, subdivisions, annexations and land divisions.
- Ability to conceive, plan, oversee and guide planning and design projects; to research and analyze planning data; to prepare detailed physical plans and reports; to coordinate planning phases with individuals and groups to explain proposed plans; to prepare technical reports and to make presentations to interested groups and individuals; to understand oral and written instructions; and to plan, schedule, oversee and evaluate the work of Department staff.
- Ability to use computer operating systems and programs such as Microsoft Office applications, Windows or similar software.
- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; interpret basic descriptive statistical data and reports and the ability to interpret graphs and formulas involving several variables in complex situations.

### **BACKGROUND CHECKS**

Condition of Employment

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties/functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; and coordinate hands, eyes, feet and limbs in performing movements such as; data entry, and operation of computer keyboard, telephone and calculator. The employee often may be required to climb or balance, stoop, kneel or crouch.

Physical Effort: The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee is occasionally required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. The environmental adaptability described herein is representative of those that must be met by an employee to successfully perform the essential functions of this job.

Working Conditions: The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.