

VILLAGE OF MT. PLEASANT JOB DESCRIPTION

COMMUNITY DEVELOPMENT DIRECTOR

Title	Community Development Director	FLSA	Exempt
Date	November 2016	Division	N/A
Department	Community Development	Pay Grade	51
Work Location	Village Hall	Represented	No
General Schedule			
This position works a schedule necessary to meet the needs of the Village, including attendance at various meetings and appearances during the evenings and on the weekends.			
Position Purpose			
Directs and manages the orderly economic development and growth of the Village within the guidelines established by the vision and direction of the Plan Commission, Community Development Authority, and Village Board. Fosters community growth through public events, tourism coordination with Real Racine, and marketing/branding of the community.			
Essential Functions and Responsibilities			
<ul style="list-style-type: none"> • Oversees the health and management of the Village’s four Tax Incremental Financing (TIF) Districts, working to promote development growth within them and provide economic assistance as necessary. Oversees the development of additional TIF Districts as necessary. • Coordinates development efforts with other local, County, and State governmental units including Racine County Economic Development Corporation (RCEDC) to promote and foster economic growth within the Village. • Assists the Director of Engineering and the Public Works Manager in stormwater drainage issues, formulating recommendations, preparing statistical analysis, and organizing the materials and data related to development evaluations. • Assists in long range, land use, parks and open space, and transportation planning and plan interpretation for the Village. • Serves as the Zoning Administrator, conducting various onsite property inspections to assure compliance. Issues necessary correspondence outlining violations of Village ordinances and appears in court as necessary. • Prepares the monthly submittals to the Plan Commission, Zoning Board of Appeals, Zoning Public Hearing, Community Development Authority, and Village Board. • Manages Village facility maintenance, room use and upkeep including staff supervision and contract management with outside vendors. • Serves as the staff liaison to the Community Development Authority, Zoning Board of Appeals, Zoning Public Hearings, and Plan Commission. • Develops and recommends budgets for the department and special projects or districts as necessary. • Provides graphic design to the Village for mailings, signage, handouts, exhibits, maps, forms and other materials including assisting the Village with Village branding, website development, and other communication activities. • Coordinates the Village website and social media activities including information sharing, website redesigns when necessary and information sharing with the community. • Assists with the development and upkeep of the Village’s GIS system. 			

Required Knowledge and Qualifications

Expert knowledge of the principals of land use and development with a focus on economic development, development agreements, land use planning, TIF Districts and economic incentives for development.

Required Experience or Certifications

- Graduation from an accredited university with a focus on urban planning, economic development, public administration or related field
- At least five years of progressively responsible experience in planning and economic development
- Certification through the American Institute of Certified Planners (AICP) is preferred
- Equivalent combinations of training and experience will be considered

Required Skills and Abilities

- A valid State of Wisconsin Driver's License or have the ability to obtain upon hire
- Ability to exercise sound judgment
- Ability to display initiative
- Skills in diplomacy and interpersonal relations
- Ability to maintain effective working relationships with individuals within and outside the organization
- Ability to read, understand and process routine and complex information in written form
- Ability to evaluate and make independent decisions, with or without supervision
- Ability to organize individuals of diverse needs toward a common goal
- Skill in program administration
- Ability to make oral presentations to groups of various sizes and compositions
- Skill in problem solving, ranging from interpersonal conflicts to technical issues related to public governance, in order to develop realistic solutions and to recommend actions to prevent recurrence
- Thorough knowledge of the functions and organizations of municipal government and the working of the Village Board
- Comprehensive knowledge of the general laws and administrative policies governing municipal financial practices and procedures of accounting and budgeting in government
- Ability to formulate and install appropriate accounting methods, procedures, form, and records
- Ability to draft and manage agreements
- Strong financial skills including the ability to project growth and long-term financial impacts of developments
- Ability to interpret and draft complex agreements
- Skills in communications, website development, and social media

Immediate Supervisor

Village Administrator

Supervision Exercised

Serves as the immediate supervisor to the Planner II.

Working Conditions

While performing the duties of this job, the employee is frequently required to sit, to walk, to perform typing or data entry and to hear and understand within an office environment. The incumbent works independently and is required to work irregular or extended work hours on demand with short notice.

The incumbent must maintain alertness commensurate with being responsible for the health and welfare of others.

The incumbent is sometimes required to stand or walk, to climb onto equipment or vehicles, to twist in motion and to drive a vehicle (automobile). The incumbent is sometimes expected to hear conversation within a noisy atmosphere, to perform work at a computer terminal and to have contact with the public.

The working environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals

Human Resources Manager

Date: _____

Department Manager

Date: _____

Incumbent

Date: _____