



CITY OF MOLALLA

EMPLOYMENT OPPORTUNITY

Community Development Director

COMMUNITY DEVELOPMENT DEPARTMENT

FLSA Status:	Exempt
Division:	Public Works, Engineering, Planning
Union Representation:	Non-Represented

CLASS SUMMARY: The Community Development Director works independently, but under direction of the City Manager to plan, organize, direct, and supervise all activities and operations of the Public Works, Engineering, and Planning Divisions. Serves on the City's management team providing input on development of Council Goals relevant to the Community Development Department and on development of internal policies and initiatives. Develops and implements policies and procedures to ensure efficient provision of departmental services, compliance with policies and regulations, mitigation of risk, and responsible utilization of public funds. Prepares the Community Development Department Budget and works with division managers to budget, plan, and execute capital and non-capital projects. Has overall responsibility to ensure all Community Development Department Staff are appropriately trained and supervised. Provides direct supervision to the Public Works Division Manager, Senior Planner, and Senior Engineering Technician.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

The Community Development Director Independently and/or under direction of the City Manager:

1. Serves as the principal manager of the Community Development Department.
2. Promotes best practices and continuous improvement of the department.
3. Responsible for all activities and operations of the Public Works Division including the Maintenance Section, Water Treatment Plant, Wastewater Treatment Plant, all associated distribution systems, and all associated capital and non-capital projects.
4. Responsible for all activities and operations of the Planning Division including Land Use, Permitting, Code Enforcement, Economic Development, Long-Term Planning, and all associated projects.

5. Responsible for all activities and operations of the Engineering Division including public project permitting and inspections, development review, and associated projects.
6. Oversees writing and management of departmental grants.
7. Ensures departmental compliance with laws, regulations, and agreements.
8. Leads development and implementation of master planning documents and subsidiary plans.
9. Provides public information related to the Community Development Department.
10. Develops and implements departmental policies and procedures and ensures proper integration between divisions as applicable.
11. Ensures practical and effective development and implementation of the City's municipal code, development code, and public works design standards as relevant to the department.
12. Conducts research, prepares appropriate materials, and attends various public meetings and town halls on an as needed basis to provide technical and professional information to elected officials, appointed officials, and the community at large.
13. Provides mentorship to Department staff, especially managers and other direct reports.
14. On an as needed basis, evaluates the workload of each job class, prepares job descriptions, assigns individuals to such job classifications, recommends pay classifications and changes to the Community Development Director.
15. Ensures each employee in the department is appropriately trained, supervised, and is evaluated by their direct supervisor on at least an annual basis.
16. Plans, budgets, and assigns or manages capital projects in accordance with adopted capital improvement plans, community need, and management team input.
17. Provides appropriate upstream and downstream communications to ensure subordinates, superiors, and partners are informed and aware of Community Development Department activities.
18. Makes recommendations and assists the City Manager in Community Development Department employment decisions including hiring, discipline, recognition, and termination as needed.
19. Assists the City Manager in negotiation and implementation of Union Contracts.
20. Other duties as assigned.

REQUIRED AND PREFERRED QUALIFICATIONS:

1. Substantial leadership experience including personnel management, project management, policy development and implementation, and compliance is required.
2. Thorough knowledge of the principles and best practices of local government is required.
3. Substantial knowledge of public procurement, local government budgeting principles, and experience preparing local budgets is required.
4. Substantial knowledge of the laws and best practices surrounding public meetings, public records, and public contracting is required.
5. Excellent written and oral communication skills, including the ability to comprehend and translate technical data into simplified terms for consumption by the public and elected officials is required.
6. Demonstrated ability to effectively supervise and mentor both management and line level staff is required.

7. Ability to establish and maintain effective working relationships with City Staff, community partners, elected and appointed officials, other public agencies, and the general public is required.
8. Demonstrated ability to plan, design, and execute policies, programs, and projects is required.
9. General knowledge of federal and state regulations associated with the Community Development Department activities and personnel management is required.
10. Demonstrated ability to successfully deal with the public, appropriately respond to citizen inquiries, and diffuse citizen complaints is required.
11. Knowledge of public works, planning and engineering operations and principles both in general and in the City of Molalla is preferred.

EXPERIENCE AND TRAINING: A graduate level degree in a discipline relevant to local government administration, and at least 5 years of experience managing highly technical, multi-disciplinary organizations is required; preferably in the public sector. Substantial experience in multi-fund local government budget development and implementation is required. Substantial experience in multi-disciplinary organizational development including policy and process development and integration is required; public sector experience in the same is preferred.

Alternatively, any combination of experience and/or education that tends to illustrate the ability to successfully perform the duties associated with this position will be considered.

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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods, utilize a computer and keyboard, stand, and walk.

WORK ENVIRONMENT: The work environment for this position is primarily within a professional office space but may include some outside work in inclement weather near construction machinery or activity with high noise levels. The work environment may expose the employee to severe weather conditions, high noise levels, hazards of construction sites, as well as to chemicals, paints, and possible entry into confined spaces.

Approved,


Dan Huff, City Manager

11-9-2021
Date