

Director of Community Development

Position Type: Full-Time Permanent

Exempt

Salary range \$42,000-\$45,000

NATURE OF WORK

This is responsible administrative and professional work in directing and performing planning, inspection and code enforcement.

This position plans, directs and manages the activities of building inspection and code enforcement, by following the Code of Ordinances and City policies. Responsible for working with Inspectors on the enforcement of building codes, subdivisions regulations, planning and zoning regulations, and minimum property standards. This position will also oversee the city traffic and transportation system. This position will have budget and personnel management responsibility.

EXAMPLES OF DUTIES

A. Building Inspection and Permit Activities:

1. Works with building inspectors when reviewing plans, blueprints, and specifications and compares these to codes and regulations.
2. Issues building permits if applications are correct and meet code requirements
3. Performs job site inspections as required, coordinates with county inspectors as needed.
4. Assists builders, developers, and owners with permit applications and questions.

B. Administrative Activities:

1. Plans and implements all inspection and code enforcement activities.
2. Organizes and manages the records of codes enforcement.
3. Responds to requests by the Mayor, Aldermen, and City Administrator and various department heads for information and reports in a complete and timely manner.
4. Coordinates the activities of the subdivision review
5. Serves as City staff for the Planning and Zoning Commission.
 - a) Prepares Planning & Zoning agendas.
 - b) Distributes information to the Planning and Zoning membership.
 - c) Attends Planning and Zoning meetings.
 - d) Records Planning and Zoning minutes.
6. Coordinates meeting and agenda for the Board of Adjustments as required.

C. Code Enforcement-Violations & Legal Activities:

1. Investigates complaints from residents, City staff, administration, or elected officials and determines if a City Code violation exists-then notifies the appropriate responsible party.
2. Ensures proper written notification of responsible party through legal records, property records, utility records or other sources.
3. Makes independent judgment of potential violation/s and issues appropriate warnings, extensions, fines and /or citations.

4. Prepares compliance letters when reasonable, which are realistic, consistent and within the confines of the law.
5. Works with Police Department and Prosecutor in documentation preparation for City case and court testimony.
6. Maintains and updates complaints filing system.
7. Maintains a variety of logs, records and documentation related to inspections and enforcement activities.
8. Works with the City Administrator to prepare amendments and additions to codes regulations related to this position.
9. Code Violations and Enforcement activities may include signage, building occupancy, nuisances, hazardous sidewalks or other conditions, housing conditions, construction, land use or other Code related matters.

D. Community Planning:

1. Prepares and formulates files and documents related to zoning and other land use related plans.
2. Assists with the coordination, preparation and implementation of Comprehensive Plan process, adoption and implementation.
3. Assists with the evaluation of any impacts on existing land use and activities generated by land development proposals.

E. Budget Activities:

1. Assist in preparation of department budget in accordance with the guidelines and practice established by the City for budget accuracy and timelines.
2. Manages budget expenditures on a monthly basis.

F. City Traffic and Transportation System:

1. Develops and administers street preventative maintenance contracts, including concrete replacement, striping and related work.
2. Makes recommendations for improvement and construction of street and drainage facilities.
3. Provides reports on street activities; evaluates, plans and programs an effective system for preventative maintenance of roadways, drainage facilities, and traffic control devices.
4. Assists the City Administrator with long-range planning and organization; direction and review of operations; development and implementation of goals, objectives, policies, and priorities.
5. Develops and administers landscape for designated City facilities, street medians, well sites, pumping stations, parking lots, and City buildings.
6. Coordinates work of contractors and staff in street, alley, sidewalk, and parking lot maintenance.
7. Inspects work of contractors and developers for conformance with plans and specifications.

POSITION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

1. College Degree with complete courses preferred in construction management, or similar degree
2. Two years of professional experience in code enforcement and building inspections and permitting.
3. Knowledge of uniform building codes, electrical codes, plumbing codes, mechanical codes and general construction and development codes.
4. Considerable knowledge of the construction work, electrical work, carpentry work, and concrete work.
5. Experience and knowledge of reading and understanding blueprints and plans.
6. Must have knowledge of zoning and land use regulations and applications.
7. General knowledge of PC computers, Windows operating systems and software.
8. Must have the ability to develop effective working relationships with contractors, developers, builders, engineers, property owners, and the general public.
9. Must have a valid Missouri driver's license with a clear driving record.

DESIRABLE TRAINING AND EXPERIENCE

1. Some technical training related to building technology, codes enforcement, construction management, mechanical, electrical, plumbing, construction, utilities, and storm water management.
2. Certifications- any International Code Council certification.

GENERAL COMMENTS

The duties listed above are intended only an illustration of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment to the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.