



COMMUNITY DEVELOPMENT DIRECTOR

JOB DESCRIPTION

JOB SUMMARY

Provides strategic vision and supervises and directs current, long-range, and comprehensive planning activities of the Town.

This position serves as a member of the Leadership Team carrying out Board of Trustee goals and directives, developing internal policy and guiding interdepartmental initiatives.

SUPERVISION RECEIVED

The Community Development Director works under the general supervision of the Town Manager.

SUPERVISION EXERCISED

As directed by the Town Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Community Development Department

- Assist the Leadership Team to form a Community Development Department with oversight and coordination of building inspection, code enforcement, park development, improving the overall application process and recommending development fees.

Planning/Land Use

- Negotiates with applicants on behalf of the Town and in coordination with the Town Manager and Town Attorney concerning land use, subdivision, annexation, and other development issues, and mediates conflicts that arise.
- Monitors and coordinates development and other projects and documents all agreements. Provides strategic vision for and oversees and directs long-range planning activities.
- Recommends legislative measures affecting land use, public utilities, community facilities, housing, and transportation necessary to guide community development in accordance with the Comprehensive Plan.
- Develops and maintains effective working relationships with other towns, cities, counties, and agencies regarding plans and priorities for existing and planned development.
- Monitors land use and other trends, municipal government practices, standards, regulations, and other factors for changes that may impact the Town.
- Oversees the preparation, coordination, and presentation of the Department annual budget.

Housing

- Provide support to Town Officials regarding developing workforce housing.

Community Engagement

- Assist Town Officials in developing long term community engagement tools.

Community Development Director

JOB DESCRIPTION

KEY EXPERTISE AND SKILL SETS FUNDAMENTAL TO THIS POSITION

- Exhibits strong leadership skills and works in partnership with the Town Manager, Leadership Team, other Town staff, and the Board of Trustees to advance Town strategic goals and objectives
- Ability to work a flexible schedule to attend meetings and events outside regular office hours. Experience leading strategic and long-range planning efforts in a highly visible and politically sensitive arena. The ability to navigate with political acumen in a public sector/local government environment.
- Demonstrates expert verbal and written communication skills including advocacy, diplomacy, consensus-building, conflict resolution, and mediation.
- Advocates for and leads equitable planning processes to ensure development fosters diversity, equity, and inclusion.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban planning, public administration or a closely related field from an accredited college or university and at least five years of progressively responsible experience as a senior or lead planning official in a governmental or planning/design-oriented setting OR an equivalent combination of education, training, and/or experience. A Master's degree is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certification from American Institute of Certified Planners (AICP) desirable
- Colorado Driver's License and satisfactory driving record.

ENVIRONMENTAL FACTORS

Work is typically performed in a standard office environment, but at times involves investigating issues in the field. Frequent to constant use of a personal computer. Work may involve competing demands, performing multiple tasks, working to comply with tight deadlines.

PHYSICAL FACTORS

While performing the duties of this job, the employee is frequently required to sit for extended periods of time and occasionally lift storage boxes of 20lbs or more.