



City of Mason Job Description

Community Development Director

Department:	Community Development
Supervised By:	City Administrator
Supervises:	Building Official/Building Inspector, Interns, and other Staff, as required
Bargaining Unit:	None
FLSA:	Exempt
Status:	Full-time

General Summary:

Reporting to the City Administrator, the Community Development Director provides leadership to all City personnel generally and specifically to contract staff/staff under the supervision of Community Development Department. This position is responsible for the overall administration and management of the City's zoning, planning and community/economic development activities. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with other City employees, the City Council, City Boards and Commissions, business and community groups, State and Federal officials, representatives of the media and the public. Specifically this individual represents the City by articulating the City's planning and zoning goals, community development, and services to various community groups, individuals, and citizens. This position performs the most difficult and complex tasks involving code and ordinance interpretation and coordination. This individual has a primary role in assisting residents and customers with inquiries and assistance in resolving any issues regarding code and ordinance requirements. This position is an integral part of the City of Mason Leadership Team.

City of Mason:

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the City Administrator in developing programs to improve the economic base of the community and the creation of employment opportunities; researches and analyses short-term and long-term needs for community, economic and recreational development. Researches demographics and assists the City Administrator with proposals.

2. Supervises the Building Official/Building Inspector in matters relating to building code, code enforcement and other related tasks as necessary.
3. Provides teaching, mentoring and motivation to other employees within the organization through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
4. Coordinates the City's Master Plan, Capital Improvement Plan, Recreation Plan, and Zoning Ordinance with other municipal departments; resolves conflicts between the land and the needs of the other departments; answer questions concerning the Master Plan and Zoning Ordinance for other City officials and the public; establishes the long-term goals and objectives of the Plan.
5. Receives and reviews for completeness rezoning requests, site plan applications, special land use applications, subdivision applications, land division applications, appeal petitions, soil erosion and sedimentation applications, and other applications. Advises related boards and commissions on completeness and provides analysis and recommendations.
6. Reviews land use changes, special requests for property use, and assures that all development is consistent with the Master Plan and other related ordinances.
7. Assists citizens, real estate agents, engineers, consultants, legal counsel, and other City employees regarding zoning, building, current litigation, projects in progress or under study, and other matters.
8. Directs and participates in the search and development of new community revenue sources; applies for grants and loans for special projects; manages the budget and compliance requirements of grants and loans.
9. Oversees and coordinates the development and implementation of the City land use code enforcement policies, inspection programs, and enforcement activities, as they relate to zoning and land use activities; reviews and advises on case problems.
10. Writes code amendments, policy or procedure changes; prepares reports and presentations to City council, other boards and commissions and the public; prepares court testimony for prosecution.
11. Serves as the staff liaison to the Planning Commission, Zoning Board of Appeals, Building Code Board of Appeals, Sign Code Board of Appeals, and the Historic District Commission and provides analysis and recommendations on building, zoning and other matters. Acts as the City's Floodplain Administrator.
12. Manages all of the City's leased property.
13. Prepares departmental budget, submitting for approval, and monitors expenditures throughout the fiscal year, remaining within budgetary limits.
14. Performs other related duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in public administration, urban and regional planning, engineering or related field.
- Experience requirements include five years of progressively responsible experience in a managerial or leadership capacity in municipal zoning programs, planning, business assistance, and economic development programs, or any other equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Demonstrated knowledge of and experience accessing State and Federal resources.
- Thorough knowledge of modern principles, methods, practices, and equipment relating to community development, planning and zoning.
- Thorough knowledge and understanding of applicable state statutes and City ordinances which govern the municipal planning process of the City; municipal zoning ordinances, laws, rules, and regulations; methods, materials, and techniques used in conducting zoning inspections; and techniques used in code inspection and enforcement.
- Ability to interpret industrial and commercial site plans, subdivision plots, and architectural and engineering design drawings to determine whether such plans and designs are in conformity with the provisions of the Zoning Ordinance and other ordinances.
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies. Immediately adept or able to quickly become proficient with BS&A software.
- Ability to establish and maintain excellent working relationships and use good judgment, initiative and resourcefulness when dealing with other department administrators, elected officials, employees, and professional contacts.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities. Creative problem solving skills to drive efficiency and improve a customer's return of investment.
- Proactive, independent worker with the demonstrated capacity to lead, motivate and work well with others.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

The employee is required to possess a valid driver's license. The employee is regularly required to talk, hear, see, stand, walk, use hands and arms for handling and reaching, occasional kneeling and bending, must frequently lift items of light to moderate weight. While the employee will regularly work in an office setting, he/she may be exposed to outside weather conditions at times. Noise levels are usually quiet, but may become loud in field situations.

Application Process:

Application materials are available at www.mason.mi.us/hr.htm. Inquiries, resumes and applications may be directed to Mary Grace, Executive Assistant to City Administrator, 201 West Ash, Mason MI 48854 (maryg@mason.mi.us).

Applicants are required to submit a computer-produced cover letter that specifies, in 200 words or less, why the applicant wants to work for the City of Mason and what the applicant can contribute to the City's team. Applicants will be evaluated in part on the overall professional presentation of their submitted cover letter.

Applications, resumes and cover letters will be received until the position is filled. No submissions will be evaluated until after April 27th. RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED CITY OF MASON APPLICATION, which can be found on our website at www.mason.mi.us/hr.htm.

(The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.)