



TOWN OF MT. CRESTED BUTTE, COLORADO – POSITION DESCRIPTION

Position Title: Community Development Director

Reports to: Town Manager

Direct reports to this position: 3-5

FLSA Status: Exempt

Grade: 25

Salary Range: \$110,364 – \$132,436

Hours: Variable

Employment Type: Salaried- Exempt

SUMMARY

The Community Development Director is responsible for organizing, directing, and coordinating activities and operations of the functions of the Community Development Department, including Building, Zoning, and Planning. Direction is given to staff of technical and professional employees.

Performs a variety of supervisory, administrative, technical, and professional work related to the development and implementation of land use and related short- and long-range plans and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as an official departmental representative to other Town departments, Town Manager's Office, Town Council, Planning Commission, Downtown Development Authority and outside agencies.
- Stays apprised of new trends and innovations in the planning field and complies with certification maintenance requirements of American Institute of Certified Planners.
- As appropriate, promotes, oversees development and implementation of short and long-range plans.
- Assists with implementation of projects in cooperation with appropriate staff.
- Manages and supervises Community Development operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional planning and land use advice to Town Manager, Town Council, Planning Commission, Downtown Development Authority and other officials; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies, and procedures to staff and the public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares

annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations, including those related to land use permitting, building and environmental health permitting and related activities.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Provides effective leadership; maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Supervises the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans, regulations, and codes to meet the Town's needs and any inter-governmental agreements or requirements.
- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted regulations of the Town and makes recommendations.
- Coordinates and administers the Town's Enforcement Team activities.
- Evaluates land use proposals to ensure compliance with applicable with town regulations and State or Federal laws.
- Provides staff support to the Town Council and Planning Commission as needed and assigned.
- Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development.
- Serves as directed or otherwise needed as a member of a planning task force composed of Town, municipal, state, and federal groups.
- Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc.
- Oversees implementation and use of electronic database to ensure Web accessibility to other Town offices and to the public.
- Responds to local citizens inquiring about town planning and regulations; resolves complex disputes between planners and applicants, as necessary.
- Negotiates, coordinates, and manages planning consultant contracts.
- Serves as a member of various staff committees as assigned.
- Attends professional development workshops and conferences to keep apprised of trends and developments in planning, community development and related fields.

PERIPHERAL DUTIES

Assists town staff in interpreting and enforcement of Town land use regulations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited four-year college or university with major coursework, a degree in land-use planning, urban planning, public administration, landscape architecture or a closely related field.
- Seven years' experience in rural or municipal planning.
- Any equivalent combination of education and experience that the Town deems appropriate to perform the duties of the position.
- Member of the American Planning Association and AICP certification (or identified date for securing certification).

Necessary Knowledge, Skills and Abilities:

Results-oriented, excellent communication and presentation skills and ability to establish and maintain effective working relationships. Experience and understanding of operational characteristics, services, and activities

involved in land use planning, preferably at the municipal or county level. Experience in implementing and administering planning and, permitting programs. Understanding of concepts of zoning and comprehensive/master plans including their formation, processes of adoption, implementation, and enforcement.

Desirable to have a general understanding of building permitting processes and construction practices.

Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, community stakeholders, and the public.

Ability to establish effective working relationships.

SPECIAL REQUIREMENTS

Valid Colorado Driver's License or ability to obtain one.

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 individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

COGNITIVE DEMANDS

English Language Comprehension

Requires the ability to listen to, read, understand, and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.

Information Ordering

Requires the ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.

Memory

Requires the ability to remember directions and processes for all essential duties; requires remembering facts; requires remembering the gist of past conversations, situations, and events.

Attention

Requires focus for long periods of time; concentration on details and thoroughness in completing work tasks; filtering out distractions, ignoring irrelevant information.

Deductive Reasoning

Requires the ability to apply general rules to specific situations to produce results that make sense.

Problem Solving

Requires the ability to tell when something is wrong or is likely to go wrong. Requires the ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Requires the ability to reflect on strategy, plan, adopt an approach, and change direction if not working.

Mathematical Reasoning

Requires the ability to choose the right mathematical methods or formulas to solve a problem.

Active Learning

Requires understanding the implications of new information for both current and future problem-solving and decision-making. Requires selecting and using training/instruction appropriate for the situation.

Time Management

Requires employee to manage his/her own time and the time of others effectively so that tasks get done in an efficient manner and deadlines are met.

Cooperation

Requires being dependable, willing to take on responsibilities and challenges, exerting maximum effort toward completing essential duties, persistent in problem solving, adaptable to change (positive or negative), honesty, and being pleasant to others.

Social Perceptiveness

Requires being aware of others' reactions and understanding why they react as they do.

Monitoring

Requires assessing the performance of yourself, other individuals, and/or the organization to make improvements or take corrective action.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally works in outside weather conditions. The employee is occasionally exposed to cold, wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually moderately quiet in the office, and moderately quiet in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT OF RECEIPT
PLEASE SIGN AND RETURN TO THE HUMAN RESOURCES DEPARTMENT

I _____ acknowledge that I have received a copy of the current job description for the position of Community Development Director with the Town of Mt. Crested Butte. I understand the job description does not constitute an employment agreement between the Town of Mt. Crested Butte and myself and is subject to change by the Management of the Town of Mt. Crested Butte in its sole discretion.

Signature

Date