

# CITY OF SEDALIA, MISSOURI

Job Description



<b>Job Title:</b>	<b>COMMUNITY DEVELOPMENT DIRECTOR</b>		
Department:	Community Development		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	CE/1
FLSA Status:	Exempt	Random Substance Testing:	N

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## Job Summary:

The purpose of this position is to improve and promote growth, development, redevelopment, and revitalization of the community. Successful performance ensures orderly community development and affects the quality of life for local residents.

## Job Scope:

The City Administrator assigns work in terms of department goals and objectives. The Director reviews work through conferences, reports, and observation of department activities.

## Essential Duties and Responsibilities:

1. Directs and oversees community development: communicates with developers and agencies to provide research data, city information, and government program assistance for industrial, economic, downtown, and neighborhood development, redevelopment, and revitalization initiatives and efforts. This position:
  - Directs and coordinates City of Sedalia retail recruitment efforts;
  - Assists SPCEDC (Economic Development) recruitment efforts as requested;
  - Directs and assists with Downtown Development;
  - Administers Midtown TIF District and Commission;
  - Provides Central Business and Cultural District financial reporting and project management; and
  - Other projects as needed.
2. Prepares and executes requests for proposals for public facility upgrades, comprehensive plan updates, space planning, and feasibility studies; conducts pre-proposal meetings; meets with respondents and reviews project scope. Provides project management for municipal property improvements.
3. Supervises and directs code enforcement activities: interprets codes; receives complaints and requests; responds to complaints and/or delegates to appropriate personnel; communicates outcome of complaints to City Administrator, Mayor, and other personnel as needed; recommends code changes as warranted; supervises weekly Development Review Committee meetings, communicating results to appropriate personnel.
4. Directs housing planning, initiatives, studies and grant programs. Supervises strategies and strategic partnerships, programs and projects aimed at improving the City's housing stock.

5. Supervises Planning and Zoning Commission and Board of Adjustments meetings; prepares agendas; conducts public hearings; reviews board policies and procedures and recommends changes as warranted; educates board members regarding their role and scope of powers. Updates zoning codes as necessary.
6. Directs and oversees the Building Maintenance Department; assists the Building Maintenance Supervisor with assessing needs and establishing priorities; works with consultants and service providers as needed to upgrade facilities; develops the annual budget and approves expenditures.
7. Directs and oversees Community Center business activity. Provides management for tenant contracts (MVCAA – Head Start, Sedalia Senior Center and Boys and Girls Club of West Missouri), facility rental for community and private events and programs and supervises facility maintenance.
8. Develops the annual department budget; monitors and approves expenditures.
9. Trains, counsels, and disciplines personnel; assists with hiring and terminations; documents grievances and employee deficiencies.
10. Conducts tours and makes special presentations pertaining to economic development issues.
11. Speaks to local groups and civic organizations regarding community development; creates graphics and maps as needed.
12. Attends industry and municipal conferences and seminars pertaining to community and economic development.
13. Attends all City Council, commission, and board meetings; clarifies issues as requested.
14. Meets with City Administrator on a regular basis to discuss community development issues and their impact on the community.
15. Performs other related duties as assigned.

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

**Minimum Qualifications:**

1. Bachelor's degree in Business, Planning or related field from an accredited college
2. 5 years of managerial experience in business, planning or a related field
3. Knowledge of municipal government practices preferred
4. Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of community and economic development principles, practices, and techniques. In addition, the position requires knowledge of laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts.
2. Additional knowledge of state and federal grant programs and regulations, real estate, insurance, and financing principles and practices.
3. Knowledge of accounting and budgeting procedures.
4. Knowledge of the principles, techniques, and objectives of public relations.
5. Knowledge of the principles and techniques of marketing and promotion, current economic, development, and demographic trends and issues for the regional area.
6. Skill in operating a computer, various software programs, and other standard office equipment.
7. Skill in public and interpersonal relations, oral and written communications.

**Guidelines:**

1. City codes and ordinances
2. City and department policies and procedures, the Comprehensive Plan, and parliamentary procedure rules.
3. International building codes
4. Guidelines require judgment, selection, and interpretation in application. This position is also responsible for developing departmental guidelines.

**Complexity:**

The work consists of varied community development and code enforcement duties. The need for sensitivity to political factors and enforcement issues requiring legal intervention contribute to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, non-profit directors and volunteers, architects, utility providers, contractors, other city employees.
2. Court personnel, Staff, City Council Members and other City Officials.
3. State and county officials and employees, developers and site selectors, retailers, and area development organizations.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

This position has direct supervision over Chief Building Official, Building Maintenance Supervisor, Housing Specialist and Administrative Assistant.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.