

**City of Pendleton**

**Job Description**

**Community Development Director**

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| **Department**:  Community Development | **FLSA**:  Exempt |
| **Reports to**:  City Manager | **Representation**:  None – Dept. Head |
| **Pay Range**:  4 | **Date**:  2011 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Direct the City’s Community Development Department and serves as advisor to the City Manager, City Council and staff on development issues including planning, annexation functions, building plan review and inspection. Plans and directs the activities of the Planning, Building and Engineering departments. Responsible for the design, supervision and inspection of construction, maintenance and public infrastructure projects as well as the preparation of plans, specifications, contracts, pay estimates and other related work as required.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. Direct and manage departmental operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City’s senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary.

2. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy. Determines work procedures, prepares work schedules, and expedites workflow.

3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City’s vision and goals. Create an environment in which employees are focused on producing excellent quality results. Assigns staff duties and examines work for accuracy, professional appearance and conformance to policies and procedures. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

4. Provide direction to and oversee the City’s development related functions including development review, planning policy, and annexations. Direct the building plan review, application processing and engineering/building inspection functions. Direct special, high visibility projects. Supervise and review field investigations, surveys, and other work necessary for project development.

5. Performs complex analytical work in providing office and field support for public works and improvement projects and programs. Reviews and checks plats, plans, subdivisions and annexations for accuracy and conformance to policy. Provides project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project. Authorize payments to contractors and consultants.

6. Serve as a liaison with neighborhood, development and business communities to promote high quality planning and development; to provide advice on City priorities and interests and to provide solutions to planning related problems. Meets with property owners or their representatives for the purpose of forming Local Improvement Districts, and performs other work necessary for the improvement.

7. Administer the City’s Development Codes. Assists in planning projects and grant applications, and development of design standards.

8. Represent the City in public forums and as the official appointee to inter-agency groups involving regional planning, transportation and development issues. Provide advice on legislation and initiatives. Provide strategic leadership to the City in Community Development related issues serving as advisor to community officials. Assist and advise other departments in related matters.

9. Coordinates the preparation and/or the development of, engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

10. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.

11. Actively promote, support and model City policies and core values, including: respect, integrity, professionalism, quality service, diversity in the workplace, promotion of safety, job training and career development.

12. Responsible for Floodplain Management, including the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to, emergency preparedness plans, flood-control works and floodplain management regulations.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Coordinates sidewalk inspection, maintenance and enforcement programs. Monitors intergovernmental actions affecting public works. Assists in the training of other city personnel in public works design and construction techniques.

2. Participate in the City Emergency Management program including classes, training sessions and emergency events.

3. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary. Attends meetings as required.

4. Perform related duties of a similar scope and nature.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Not in a series.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

**1. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in Civil Engineering; and
2. Registered as Professional Engineer in the State of Oregon or ability to become registered within six (6) months of employment.; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

Less than 12 months

1 – 3 years

3 – 5 years

5 – 8 years

Other

Describe experience: Minimum of three (3) years of responsible experience in municipal engineering.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Registration as a Professional Engineer within 6 months of hire.

**3. Necessary Knowledge, Skills and Abilities:** *Note any specific knowledge, skills or abilities needed for this position. Add or delete from the sample list below.*

a) Thorough knowledge of civil engineering principles, practices and methods applicable to a municipal setting.

b) Thorough knowledge of City policies, laws, and regulations affecting Division activities.

c) Knowledge of and ability to operate tools and equipment used in engineering, and other division activities.

d) Considerable skill in arriving at cost estimates on complex projects.

e) Knowledge of safety standards, practices and procedures applicable to area of assignment.

f) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.

g) Ability to read and prepare engineering schematics, drawing and blueprints.

h) Ability to conduct necessary engineering research and compile comprehensive reports.

i) Ability to coordinate comprehensive engineering and construction projects;

j) Ability to work independently.

k) Ability to understand, analyze and interpret technical specifications.

l) Ability to establish and maintain effective working relationships and work as a team member.

m) Ability to physically move about on construction work sites and under adverse field conditions.

n) Knowledge of basic computer science with experience in CAD, GIS and other Engineering computer design applications.

o) Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

MS based word-processing, spreadsheet, and/or data base programs

Outlook or other email communication.

Internet and/or social media

Presentation or desktop publishing software

Specialized or custom software

1. Vehicle - Car/pickup/van/SUV
2. Standard drafting tools and surveying equipment including level, theodolite and electronic distance measuring devices.

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: City Planner, Building Official, Associate Engineer.
2. This position reports to the City Manager. Supervision received is (Choose one):

Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

Primarily with other City staff and/or customers.

Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

Complex

Controversial

Confidential

Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

Most situations are resolved using standard procedures and established guidelines.

Situations are somewhat varied; requires application of specific technical skills and expertise.

Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

Office environment / no specific or unusual physical or environmental demands.

Work on and around heavy construction equipment \_\_\_\_%

Exposure to toxic elements/hazardous chemicals \_\_\_\_%

Work at heights in excess of 20 feet \_\_\_%

More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

Exposure to weather or temperature extremes \_\_\_%

Isolation \_\_\_\_%

Exposure to light or noise extremes \_\_\_\_%

Regular travel outside the City \_\_\_\_%

Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

Other (describe) Hand-eye coordination in necessary to operate drafting instruments, computers and various pieces of office equipment

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

Frequent or regular overtime

Subject to emergency call out

Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

Not applicable  Input  Prepare  Forecast  Monitor  Approve

1. This position has resource accountability for the following level of assets (choose one):

Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification 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.*

Drafted: 2/11/11

Adopted:

Revised: July, 2020

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Employee Acknowledgement/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.