



## CITY OF WEST POINT JOB POSTING

West Point City  
3200 W 300 N  
West Point, UT 84015  
(O): 801.776.0970  
(F): 801.525.9150

### **Position: Community Development Director**

**POSTED:** 09.15.2020 **CLOSING DATE:** 1<sup>st</sup> Review – 10.01.2020  
**HIRING RANGE:** \$69,499 - \$84,191 **Open Until Filled**  
*Position Pay Range:* \$69,499 - \$98,883  
**BENEFITS:** Medical, Dental, Retirement, Life, AD&D, Leave Accrual  
**FLSA STATUS:** Full-Time, Exempt

**COMPLETE JOB DESCRIPTION AND EMPLOYMENT APPLICATION AVAILABLE ONLINE AT**  
**[WWW.WESTPOINTCITY.ORG/JOB-OPENINGS/](http://WWW.WESTPOINTCITY.ORG/JOB-OPENINGS/)**

#### **GENERAL DUTIES**

This is a full-time, exempt position working under the general direction and supervision of the Assistant City Manager. This position oversees the Community Development Department Staff, which includes the functions of planning and zoning, code enforcement, permits, and building inspections. Performs professional administrative duties as Department Director and prepares Department Budget. Supervises and assists in the city planning function, both current and long range. Assists in establishing building and zoning ordinances and ensuring compliance with those ordinances. Conducts feasibility studies for Community Development projects. Serves as a member of the City's Management Team.

#### **GENERAL ESSENTIAL FUNCTIONS**

- Supervises Community Development Department functions and employees, including planning & zoning, building inspections, permitting, code enforcement, and crossing guards. Performs managerial duties and oversees and develops Department Budget.
- Serves as a member of the Management Team and attends the regular meetings.
- Serves as support staff to the City Planning Commission and City Council, including attending evening meetings for both bodies, writing staff reports and providing verbal presentations at meetings.
- Prepares and maintains the City's General Plan and land use maps.
- Responsible to oversee all planning and zoning functions of the City and ensures compliance with the City Code, including development application review and approval, contract management, etc.
- Regularly prepares new and reviews current land use ordinances to ensure compliance with State Code and directives of the City Council.
- Assists in grant applications and grant administration procedures.
- Regularly interacts and works with members of Staff, the public, contractors, developers, etc.

#### **GENERAL QUALIFICATIONS**

- Bachelor's degree in urban planning, public administration, architecture, engineering, economics, or closely related field  
*AND*  
Five to seven (5-7) years of progressively responsible professional level experience in community development and/or planning with a city of similar or larger size, two (2) years or more at the supervisory level.  
*OR*  
Any equivalent combination of education and experience.
- Knowledge of local, state, and federal regulations and procedures concerning community development and zoning issues related to municipal planning.
- Proficient in urban planning principles, zoning processes, municipal government, engineering and architectural functions, and computer applications.
- Ability to effectively communicate both orally and in written form, and make oral and written presentations to various groups.
- Ability to meet deadlines, multi-task, and stay organized.
- Positive work attitude; enthusiastic, confident, outgoing, helpful and committed.
- Reliability and good attendance.

#### **PREFERRED QUALIFICATIONS**

- Master's Degree from an accredited university in urban planning, public administration, economics, engineering, or closely related field.
- Eight (8) years or more experience in community development and planning.
- AICP credentialed planner

#### **TO APPLY:**

- West Point City Employment Application MUST be submitted to be considered. Application available online at [www.westpointcity.org/job-openings/](http://www.westpointcity.org/job-openings/)
  - Additional documents should be attached to and submitted with the Employment Application
- Email Employment Applications and attachments to [hr@westpointcity.org](mailto:hr@westpointcity.org). ***Emailed Applications preferred.***
- Applications may also be submitted via mail, fax, City Hall drop-box, or at City Hall.

**NOTICE: DUE TO THE COVID-19 PANDEMIC, CITY HALL IS RESTRICTED TO INCOMING TRAFFIC. YOU MAY SUBMIT YOUR APPLICATION VIA EMAIL AT [HR@WESTPOINTCITY.ORG](mailto:HR@WESTPOINTCITY.ORG), FAX, MAIL, OR USE OUR DROP BOX LOCATED IN THE NORTHEAST CORNER OF THE PARKING LOT.**

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this position and are not intended to be an exhaustive list of all responsibilities, demands, and skills required. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice.

**\*\*\*\*Equal Opportunity Employer\*\*\*\***The Human Resources Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have and special needs please call 801.776.0970. West Point City does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in employment of the provision of services.