



Community Development Director

Department:	Administration
Job Status:	Full-Time, Exempt
Days:	Mon., Tue., Wed., Thu., Fri.
Rate of Pay:	\$89,843 - \$130,272
Status:	Open Until Filled

Apply now at www.saratogapsringscity.com

Job Description

The City of Saratoga is recruiting a Community Development Director. The position performs a variety of professional and managerial duties related to the planning, directing, organizing, and controlling the community development department, including planning, zoning, building permits and inspections, code compliance, and economic development and other departmental assignments as directed by the City Manager. Performs professional and complex technical duties related to the City's land use planning, including the implementation of the general plan, zoning ordinances, building, City and State codes. This position will coordinate the development functions within the city providing excellent customer service to the applicants and serving as liaison with the residents of the City relative to development activities. Requires the ability to manage multiple functions of a municipality while helping the organization reach its visions and goals.

Job Responsibilities

- Manages the day-to-day operations of the department; determines work priorities; develops guidelines and deadlines, initiates studies in zoning issues, development of ordinances, business regulations, review of permits, computer studies, architectural designs, traffic, etc.; monitors project activities and progress to assure implementation of comprehensive plan; issues interpretations of city zoning, planning, building and related ordinances and regulations.
- Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement, and discipline; participates in the recruitment and selection of department staff; develops and conducts staff training.
- Serves as the administrative advisor to the city manager, city council, citizens committees, and planning commission; performs the role of Zoning Administrator; provides technical insight and recommendations related to determining planning and development policies, goals, and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish projects and programs.
- Conducts public meetings and hearings as needed to solicit public response and apprise of policy and project options; educates the public through media, reports, public meetings, and presentations.
- Develops departmental budgets and monitors fiscal controls to assure conformity with established financial policies and procedures; gives final approval for department disbursements; participates in city-wide fiscal planning processes.
- Identifies sources for alternative funding related to special projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies; prepares coordinates, and manages a variety of governmental and private sector grants to fund various City projects.

- Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of city general plan; identifies alternatives for converting policy ideas into action plans affecting city development, expansion, transportation and related public programs.
- Insures the prompt and accurate reporting for all compliance based requirements for the departments which they supervise.
- Responsible for all customer service related matters for the departments for which they supervise. Work with residents and applicants to address the needs and concerns of the community development in the city.
- Coordinates research and program options with other city departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting planning, zoning, development and related departmental areas; coordinates projects with other departments or governmental agencies.
- Meets with the public, developers, entrepreneurs, and contractors; discusses community development issues; interprets information in city ordinances pertaining to department responsibilities.
- Oversees various special functions areas related to subdivision development, zoning proposals, annexations, land acquisitions, building authorizations and permits; oversees priority studies to population, housing, social, economic, transportation, and similar issues or concerns.
- Proposes planning/zoning ordinances to facilitate development, maintenance, enforcement of an orderly, integrated community development process; responsible for the reviews of designs for major landscaping, parks, or subdivision development projects to ensure compliance with applicable ordinances, codes, and regulations.
- Oversees the economic development initiatives of the city including existing project areas; negotiates with prospective private sector developments for recruitment of targeted office, industrial and commercial developments meeting established economic development goals for the city participation/partnerships.
- Oversee special projects as assigned by the city manager to further the overall goals and vision of the organization.
- Performs related duties as required.

Qualifications

Education & Experience:

- Graduation from college with a bachelor's degree in urban planning, public administration or a closely related field, master's degree is preferred;
AND
- Seven (7) years of progressively responsible experience performing above or related duties; four (4) years in a supervisory capacity is preferred;
OR
- An equivalent combination of education and experience.

Certifications:

- Must possess a valid Utah driver's license.
- AICP Certification preferred

Knowledge, Skills and Abilities

Knowledge of:

- Knowledge and experience with the implementation and interpretation of federal and state regulations and City ordinances;

- Knowledge and experience with the laws of the State of Utah governing redevelopment agency creation and management;
- Ability to read and interpret plans;
- Skills in public relations, presentation, and verbal communication;
- Knowledge of local government and the development community;
- Ability to write clearly and effectively;
- Experience writing and implementing policies and procedures;
- Ability to establish and maintain effective working relationships with citizens, elected officials, employees, business leaders, and government agencies;
- Skills in mediation, negotiation, team building, system development, data analysis, program planning, consultation, and evaluation;
- Ability to work independently.

Ability to:

- Performs professional, administrative and technical work in assisting departments with minimal instruction
- Apply complex analytical skills to varied situations and create appropriate documentation
- Work with considerable independence within established policies and procedures
- Establish and maintain effective and cooperative working relationships with all levels of City personnel, vendors, and the public in all situations while maintaining a professional, pleasant, and courteous demeanor
- Exercise considerable judgement skills in information handling and privacy of records
- Utilize Microsoft Office programs, CityWorks asset management system, other specialized software systems, and demonstrate overall excellent computer skills
- Communicate in a concise and effective manner
- Exercise sound and good judgment at all times

Working Conditions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions—including but are not limited to the job functions, qualifications, and competencies listed herein—of this job in the working conditions below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The successfully candidate must be able to perform under the physical demands and work environment including but not limited to the following:

- Sit at a desk or table to operate a computer and related equipment and to type, read, proofread, interpret, and apply information obtained therefrom for sustained periods of time while maintaining efficiency, attention to detail, alertness, proficiency, and accuracy.
- Stoop and/or bend to move items into and between file drawers or boxes.
- Regularly walk, stand, or stoop and periodically climb, balance, bend, stoop, kneel, crouch, and/or crawl.
- Lift, carry, push, pull or move boxes weighing up to 30 pounds
- Lift, carry, push, pull, or move carts of items weighing up to 100 pounds
- The noise level in the work environment is usually moderately quiet while in the office.
- This position requires the employee to be able to operate a car, pickup truck, van, or similarly situated motor vehicle.

Additional Information

Wage Range:

The full wage range is as follows, please note hiring will normally occur between the minimum and the midpoint.

Minimum - \$89,843/hr.

Midpoint - \$110,058/hr.

Maximum - \$130,272hr.

Benefits:

The City offers a competitive benefits package including health, dental, life and long term disability insurance. The City participates in the Utah Public Retirement System (pension). In addition, the City does not participate in Social Security so no Social Security taxes are deducted from your paycheck. In lieu of the City's Social Security contributions, the City contributes 6.2% of salary into a 401(k) retirement plan. Other benefits include 120 hours of paid time off (PTO) accrued annually, 40 hours of short-term medical accrued annually, 10 holidays annually, and a flexible work week.

Closing Date

Open until filled.

Disclaimer**SUSPENSION OF PROCESS, ETC.:**

The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guaranty that any responding applicant will be hired.

Saratoga Springs is an Equal Opportunity Employer.

NOTES:

- The City will provide reasonable accommodations as needed.
- Pre-employment drug testing, proof of employment eligibility.

The City of Saratoga Springs is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The above statements are intended to describe the general nature and level of work being performed by the Community Development Director. This job description is not intended to be an exhaustive list of duties, responsibilities, and skill required for this position. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time employment.

Application Special Instructions

The City of Saratoga only accepts applications using our on-line application available at www.saratogaspringscity.com. All candidates are required to submit an online application. Please attached any supporting documentation to your online applications such as cover letter, resumes, or proof of certifications.

Please contact the Human Resources Department at hr@saratogaspringscity.com if you have any questions.