*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Direct, manage, supervise, and coordinate division programs and operations of the Community Development Department including current and long-range planning, historic preservation, implementation of adopted plans, development review; coordinate assigned activities with other City departments, divisions, and outside agencies; plan, organize and supervise the work of staff responsible for planning services; provide highly responsible and complex project and administrative support to the Community Development Director.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Community Development Director.

Exercises direct supervision over supervisory and other professional staff.

**PRIMARY DUTIES** - *The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Manage and participate in the development and implementation of the community’s planning efforts through the implementation of the goals and objectives of the City Council’s Strategic Plan, Comprehensive Plan and other related plans and initiatives; recommend and administer policies and procedures.
2. Participate in the development and administration of the department’s annual budget; support the forecast of funds needed for staffing, equipment, materials, and supplies related to duties; monitor expenditures; coordinate and implement adjustments.
3. Plan, prioritize, assign, supervise, and review the work of assigned staff; participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
4. Confer with developers, other agencies, and the public in acquiring information and coordination of development projects; review and participate in discussions on major development issues; advise consultants, developers and others regarding City standards and regulations; meet with and advise community associations and others on relevant policy and direction.

1. Review and process various land use applications from initial general meetings through issuance of planning clearances.
2. Provide staff assistance to various boards, commissions, and committees; direct the preparation of agenda items for the City Council, Planning Commission, Board of Zoning Appeals, Historic Preservation and/or other committees, commissions, and boards involved in development activities, present reports.
3. Conduct research of applicable statues and regulations and other examples of planning documents and policies/practices; review and write text amendments, proposed ordinances, policies, and guidelines related to zoning and development and long-range planning.
4. Respond to and resolve complex citizen inquiries and complaints; assist City staff and the general public in applying zoning and development code and other plans and policies to specific projects, issues, and concerns.
5. Provide staff assistance to the Community Development Director; research, plan, coordinate, and implement special projects; serve as acting director of the Community Development Department in the director’s absence.

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community development and planning.
2. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of comprehensive community development programs.

Advanced principles and practices and techniques of public program administration.

Urban planning, zoning and development theory, principles and practices and their application to a wide variety of municipal planning services.

Principles and practices of land use planning, development and program development and administration; principles and practices of budget preparation and administration.

Operational characteristics, services, and activities of an economic development program.

Principles of supervision, training, and performance evaluations.

Methods and techniques of eliciting community participation in planning issues.

Pertinent Federal, State, and local laws, codes and regulations.

Research methods and sources of information related to urban planning and development.

Conflict resolution and negotiation.

Recent developments, current literature and sources of information related to municipal planning and administration.

Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.

Methods and techniques of effective technical report preparation and presentation.

**Ability to**:

Oversee, direct, and coordinate the work of assigned staff.

Select, supervise, train, and evaluate staff.

Establish and maintain positive working relationships with department and city staff, elected and appointed officials, applicants, interest groups and the public.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare materials for written and oral presentations to elected and appointed officials, interest groups, and the public.

Prepare, monitor, and administer budgets.

Manage and direct comprehensive community development program.

Communicate clearly and concisely, both orally and in writing.

Interpret Federal, State, and local policies, laws, and regulations.

**Experience and Training Guidelines**

*Minimum Requirements:*

**Experience:**

Five years of increasingly responsible urban planning and development experience including two years of administrative and supervisory responsibility.

**Training:**

Bachelor’s Degree from an accredited college or university with major course work in planning or related field.

Other combinations of experience and education that meet the minimum requirements may be submitted.

**License or Certificate**

Possession of, or ability to obtain, a valid Colorado Driver’s License.

Possession of, or ability to obtain, AICP certification.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Office environment.

**Physical Conditions**:

The job is characterized by:

**Sedentary Work**: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or

constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

While performing the duties of this job, the employee is required to sit for prolonged periods. The employee is regularly required to see, hear, talk, stand, twist, and use repetitive motions in the conduct of work. The employee will be exposed to varying weather conditions that may be hot, cold, or wet and may be called to emergency or nonemergency scenes at all hours. The employee is also required to perform light lifting.