



Economic and Community Development Director

DEPARTMENT:	Planning	SUPERVISOR:	City Manager
CLASSIFICATION:	Exempt	PAYROLL:	Grade 140

POSITION SUMMARY: Manages the City's Community Development Department which includes Planning, Economic Development, and Code Enforcement. Develops and interprets the Stayton Municipal Code and its implementing regulations, markets the City for investment and development. Advises City Manager, City Council, Planning Commission and others on community development matters. Position provides active work on all above duties and may delegate work as staff and resources allow.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Develops, plans, and implements department goals and objectives; determines and administers policies and procedures. Directs, oversees, and participates in the development of the Department's work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures.
- Administers, interprets, and recommends, or processes changes to the Comprehensive Plan and its implementing regulations; ensures the Plan meets the goals described by state planning agencies, City Council, citizen advisory boards and committees; prepares and presents staff reports to City Council, Planning Commission.
- Responds and resolves difficult citizen inquiries and complaints.
- Provides information and assistance to developers and the general public on matters related to development requirements in the City, the planning process, and City Council procedures.
- Research, analyze, and interpret social, economic, and land use data and trends; prepare written reports on current and long-range planning matters.
- Prepare City position statements, orders, staff reports, and other documents required to process all types of land use applications.
- Coordinate closely with other City departments in respect to development of conditions of approval, implementation/enforcement of City regulations and ordinances, etc., and maintain cooperative relationships.

- Research and interpret land use regulations; explain regulations and assist the City Council and its boards and commissions, the public, and departments, as necessary, in determining plan compliance, and approve applications as permitted by the Stayton Municipal Code.
- Supervises and participates in the development and administration of the Community Development Department's budget; monitors and approves expenditures.
- Plan and assign work for support staff as necessary.
- Drives to City facilities, vendors, training programs, and meetings as necessary.
- Coordinate planning and economic development activities with City departments, City Council, its boards and commissions, and outside agencies.
- Markets economic development proposals to a broad range of private and public audiences.
- Attends City Council, Planning Commission, and various other meetings at the direction of the City Manager, providing input and receiving direction or other information.
- Exhibit leadership to fellow employees and foster a positive environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow safety rules established for the work area.
- Other duties as assigned.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Bachelor's degree from an accredited college or university in land use planning or a closely related field and three years' responsible professional planning or community development experience. An equivalent combination of work experience and training in either public or private sector that will demonstrate the required knowledge and abilities for the position. Master's degree desirable.
- Must have thorough knowledge of, and ability to apply, principles and practices of land use planning.
- Thorough knowledge of subdivision, site plan, and zoning ordinance administration and be able to analyze and compile complex technical information and reports.

- Knowledge of research techniques and resources in the field of planning.
- Knowledge of and ability to interpret laws, ordinances, policies, and regulations governing planning, growth management, and land use.
- Must be able to implement long-range planning methods, practices, and procedures.
- Ability to perform professional planning work with a minimum of supervision and be able to establish and maintain effective working relationships with City Council, boards and committees, staff members, and others contacted during the course of work.
- Must be able to communicate clearly and concisely, orally and in writing.
- Knowledgeable in Microsoft Office Suite.

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.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

PHYSICAL ABILITIES

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

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the City Manager.
- Responsible for 1-3 FTE.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Economic and Community Development Director

Date

City Manager

Date