



# City of Tempe

## COMMUNITY DEVELOPMENT DIRECTOR

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	045		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development		<i>Salary / Hourly Minimum:</i>	\$125,702
<i>Supervision Level:</i>	Director		<i>Salary / Hourly Maximum:</i>	\$169,698
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS
<p>The role of the Community Development Director is to oversee the City’s plans for the long range future of Tempe land for transportation corridors, business districts and residential areas as well as administering permits and oversight of current construction and maintenance of private properties. The Director is responsible for determining departmental policies; planning long term programs; managing the department’s budget and handling complex administrative duties.</p> <p>In addition, the Community Development Director develops and promotes a solid relationship with the general public; City Council; boards and commissions; all department employees; various employee groups; other City departments; and other municipalities.</p>

REPORTING RELATIONSHIPS
<p>Receives administrative direction from the Deputy City Manager – Chief Operations Officer.</p> <p>Exercises direct supervision over professional, technical, and clerical personnel.</p>

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Eight years of increasingly responsible management / administrative experience in at least two of the following areas:</p> <ul style="list-style-type: none"> <li>• Planning; and/or</li> <li>• Economic Development; and/or</li> <li>• Building Safety and Zoning; and/or</li> <li>• Community Development.</li> </ul>
<i>Education:</i>	<p>A Bachelor's degree from an accredited college or university in business management, public administration, planning, architecture, or a degree related to the core functions of this position. Master’s degree is preferred.</p>
<i>License / Certification:</i>	None

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operations of the City's Community Development Department including development services, code compliance, design and preservation, historic preservation, redevelopment, neighborhood services, planning, and special projects; and to provide highly responsible, complex administrative support to City management staff and the City Council.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Administer, plan, and direct the activities of the following divisions/ sections / programs: Development Services, Revitalization and Redevelopment; Rio Salado Project; Neighborhood Services; Historic Preservation; Town Lake Operations; Planning and Zoning, Building Safety, Code Compliance and Special Projects.
- Advise, consult and provide information to the City Manager and Deputy City Managers regarding redevelopment, housing, neighborhood rehabilitation and code compliance issues and policies.
- Communicate and work in partnership with and provide information to the development community and the public regarding current and proposed private and public planning, development and housing projects.
- Guide developers through the development/redevelopment process; coordinate site selection, negotiations, land assembly and project funding; oversee projects to ensure compliance with contract and all applicable City codes and ordinances, state and federal law; establish control systems to ensure timely and effective project implementation.
- Advise, consult and provide information to the City Manager and Deputy City Managers regarding community planning and design, building permitting and construction issues and policies; make presentations and respond to City Council inquiries regarding sensitive or high profile development proposals, projects and applications of City Codes.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans for various boards, committees, commissions and the City Council.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.

- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, federal regulations, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City/Department in matters of concern to associations representing department employees.
- Advise and assist the City Manager, Deputy City Managers, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- In conjunction with City Manager, Deputy City Managers and City Council, formulate, develop, maintain and promote a vision for future city-wide community development.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity in the Department and the City.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position at desk or at computer for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May work alone for extended periods of time at the office;
- May require working extended hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective February 2010</i>  <i>Updated June 2016 (Update purpose, position information, job duties, &amp; example of physical/mental activities)</i></p>