

CITY OF MENASHA
Position Description

Position Title: **Community Development Director**

Department: Community Development

Status: Exempt

Position Reports To: Mayor

Date of Description: March 2016

SUMMARY

Responsible for managing and carrying out the activities of the Community Development Department, including responsibility for City planning, zoning, building inspection, code enforcement, and economic development.

ESSENTIAL FUNCTIONS to include the following:

- Meets with the public regarding zoning, development, code enforcement, and public works activity and provides recommendations to City officials.
- Serves as Economic Development Coordinator, including responsibility for redevelopment, housing/business relocation, and commercial and industrial expansion.
- Oversees building inspection services and code enforcement.
- Maintains records, conducts surveys, and provides data in carrying out City planning functions.
- Works with other City employees, City officials, Community Partners, and officials from other municipalities in coordinating planning and development activities.
- Prepares applications for State and Federal grants and administers relative grants.
- Develops and carries out housing rehabilitation programs, including coordinating community data and performing acquisition/relocation functions.
- Serves as Zoning Administrator.
- Acts as advisor to and Secretary of the Plan Commission and the Executive Director of the RDA.
- Attend meetings of the Plan Commission, Common Council, Boards, and other Committees as required.
- Assists in the selection of all new employees within the department.
- Performs such other duties and responsibilities determined by the Common Council and as set forth in the Code of Ordinances.

POSITION REQUIREMENTS/QUALIFICATIONS

Requires a minimum of 3-5 years of community development, planning, and zoning experience and a bachelor's degree in urban planning or related area, or an equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of the principles and practices of planning and zoning.
- Knowledge of housing rehabilitation, methods, techniques, costs, energy requirements, zoning requirements and building inspection methods.

- Knowledge of municipal laws, civil engineering methods, and public works administration.
- Knowledge of research methods and statistical analysis.
- Ability to organize and carry out projects.
- Ability to supervise the work of others.
- Ability to develop and maintain records and reports.
- Ability to establish and maintain working relationships with City officials, employees, officials in other cities, and the public.
- Ability to communicate orally and in writing.

PHYSICAL DEMANDS

The physical demands described herein 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 job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Availability and ability to work outside normal work hours with minimal notice.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.