MID-MINNESOTA DEVELOPMENT COMMISSION

COMMUNITY DEVELOPMENT DIRECTOR

Job Title: Community Development Director
Pay Grade: 10

Department: Community Development
FLSA Status: Exempt

Department Head: Community Development Director
Work Hours: Full Time

Supervisor: Executive Director

Purpose
Serves as department head with primary responsibility to provide professional community development to a four-county service area. Promotes department’s services to prospective clients and secures contracts for community development-related work, including planning, zoning, GIS and grant writing/administration support. Performs public speaking and conducts a variety of meetings/hearings, including providing conflict resolution when needed.

Organizational Relationships
Reports to: Executive Director, MMDC Board.
Communicates with: Internally – Department staff, other department heads, and the Executive Director; Externally - Local government planning and zoning administrators; city/county elected and appointed officials; township officials; various community and nonprofit organizations, clubs, and tasks forces; Minnesota DNR staff, staff at other state agencies and legislators, and area residents.
Supervises: All department personnel. (Currently one)

ESSENTIAL FUNCTIONS

Manages the daily administration of the department.

• Attends and participates in staff and Commission Meetings.
• Undertakes or effectively recommends, to the Executive Director and the Commission, the majority of department supervisory functions such as hiring, training, assigning and prioritizing work, coaching and evaluating performance, disciplining, and rewarding.
• Develops and maintains departmental budget, working with the Financial Director/Office Manager and Executive Director.

Performs a variety of external communications activities.

• Provides information to elected officials, community leaders, and the general public.
• Serves as the Commission’s representative regarding the department’s planning and development topics, including governmental units, the public and the media.
• Promotes department’s services and discusses contract arrangements with potential clients.
• Attends training and other professional development opportunities to maintain and expand base of knowledge.
• Attends city council, county board, and township board meetings as workload allows and provides topical information to governing and advisory bodies as required.

**Oversees/participates in existing contract work and manages department’s workflow.**
• Plans and directs staff duties and responsibilities, providing regular feedback on performance expectations.
• Reviews and edits all work materials/products for the department’s work product.
• Responds to questions regarding current projects.
• Participates in contract work by assisting clients in the development of goals/objectives/policies, updating zoning and subdivision ordinances, and creating various maps and other community development documents.
• Researches and writes special studies such as transit, hazard mitigation, broadband, natural resources, housing, and labor force characteristics.

**Provides technical assistance, conducts research and prepares various reports/studies.**
• Responds to questions on a variety of community and transportation development topics.
• Incorporates Geographic Information Systems (GIS) to provide data analysis and produce graphic information for planning documents.
• Oversees and participates on a variety of studies for local governments and other clientele, conducting statistical analysis, and writing formal reports and other information pieces.
• Conducts and provides analysis of surveys.
• Contributes to the Commission’s library, research and information related to current and emerging community development practices and theories.

**Provides support for grant writing and administration.**
• Provides assistance to local governments and other clientele for grant writing.
• Provides grant writing for community development projects.

**Other Duties and Responsibilities**
• Participates in and may help organize a variety of community development presentations/conferences.
• Provides editing support to non-department Commission staff as needed.
• Responds to requests for Census information.
• Performs other related duties as assigned or apparent.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**
Knowledge of current planning and zoning statutes, practices, and theories.
Knowledge of current planning and zoning activities throughout the region and state.
Knowledge of current GIS techniques and theories.
Knowledge of the principles and practices of accounting and budgeting.
Knowledge of regional, state and federal procedures regarding grants.
Knowledge of the structure and function of state and local units of government.
Knowledge of personal computers and software, including Microsoft Office and a general understanding of GIS software capabilities.
Knowledge of federal and state public facilities programs including SCDP Grants, USDA Rural Development grants and loans, and other available funding programs.
Skill in creating attractive and easy to understand tables, graphs, and figures, using current technology to enhance work productivity.
Ability to organize, plan, and promote the department.
Ability to direct the work of others and provide constructive feedback.
Ability to perform public speaking in diverse situations, and present concepts and practical information in a clear, concise, and understandable manner.
Ability to facilitate conflict resolution during public meetings.
Ability to instruct MMDC staff and the public on a variety of community development topics.
Ability to perform the monitoring, assessment, and evaluation of grants for compliance, effectiveness, and accountability.
Ability to maintain and safeguard confidential data in accordance with appropriate state and federal regulations.
Ability to establish and maintain working relationships with regional, state, and local government officials and service providers.

Machines, tools, and equipment used: Computer and projector equipment, phone, digital camera and other typical office equipment.

MINIMUM QUALIFICATIONS
Bachelor’s degree in Regional Planning, Urban Studies, Public Administration, or related program and three or more years of experience. Valid Minnesota driver’s license or ability to obtain within employer-specified timeframe.

Preferred Qualifications
Master’s degree in one of the above programs and specific experience supervising professional employees, demonstrating leadership skills, or knowledge of supervisory practices/techniques.

Working Conditions
Works in office environment with frequent sitting/standing that may occur for extended periods of time. Regularly uses a vehicle to travel within and outside of service area for meetings, training, and other events. Uses near vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times.