



## **JOB DESCRIPTION**

### **CLASSIFICATION SPECIFICATION**

**JOB TITLE: COMMUNITY DEVELOPMENT ADMINISTRATOR**  
**REPORTS TO: DIRECTOR OF PLANNING**  
**DEPARTMENT: PLANNING**  
**DIVISION:**  
**GRADE: 9**  
**FLSA STATUS: NON-EXEMPT**  
**UNION AFFILIATION: NON-BARGAINING**  
**CIVIL SERVICE: UNCLASSIFIED**

#### **JOB SUMMARY:**

Under general direction of the Director of Planning, develops and maintains City community and economic development programs; assists with marketing of the city; conducts research and analysis to identify grant resources; prepares and submits grant requests; conducts appropriate administrative follow-up; coordinates confidential matters with potential commercial developments.

#### **QUALIFICATIONS:**

Bachelor's degree in planning, urban studies, public administration, economic development, or related discipline, plus three (3) years of demonstrated experience in municipal economic development or related field is preferred. The City will also consider applicants who possess an equivalent combination of training and/or experience. Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans, develops, and maintains community and economic development programs.
- Conducts confidential research and planning study analysis.
- Advises and assists business, industry, and professional groups.
- Establishes and maintains commercial site and prospect databases.
- Recruits, retains, and expands commercial and industrial businesses.
- Coordinates economic development activities with various established committees, boards, and agencies.
- Develops economic development policies and/or recommends changes to Director of Planning and Mayor.
- Identifies potential grant resources and prepares and submits applications for county, state, federal, private, and other resource grants.
- Seeks grant revenue on behalf of all City departments/divisions and provides administrative follow-up and support.
- Establishes, maintains, and manages grant resource database to support successful grant reporting and follow through.
- Monitors compliance with successful grant requirements and reporting responsibilities to the granting agency.

- Creates, develops, and implements a marketing plan for the City through collaboration with local business, the Chamber of Commerce, local governmental agencies and partnering with other municipalities to favorably impact the City's economic base.
- Works with Mayor and Director of Planning on special economic and community development projects and grant writing administration.
- Assists the Planning Director and/or Mayor with project management as needed.
- Assumes responsibility for office operations related to economic development programs during absences of the Planning Director.
- Assists with development of budgets as needed.
- Provides direction to Planning Department staff as needed to further the mission of economic and community development consistent with the Long-Range Land Use Development Plan, Economic Development Plan, and the Capital Improvement Plan.
- Compiles data for the MDP and EDP, compiles census and demographic data, and conducts surveys.
- Prepares graphic displays.
- Performs other related duties as directed or assigned by the Director of Planning and/or the Mayor and determined to be necessary to promote, further, or ensure the effective and efficient operation of the division.

**KNOWLEDGE, SKILLS, AND ABILITIES (\* indicates developed after employment).**

**Knowledge of:** management practices; economic development programs; consultative services to business and industry; principles and practices of urban planning; City planning and zoning ordinances and regulations;\* database management techniques; potential grant resources and means of identification; processes required for obtaining grant revenues (including application, hearings, presentations, follow-up and reporting); grant management; grant compliance requirements; marketing strategies, plan, and policy development; budgetary practices and procedures.

**Skill in:** operation of personal computer and the use of planning-related software; developing effective policies and strategies to maintain/expand the business/industrial base of the City; facilitating group consensus; monitoring compliance.

**Ability to:** collect, analyze, and interpret data; prepare and maintain accurate documentation; develop and maintain working relationships with the business and industrial community leadership, co-workers, elected officials, and the general public; communicate effectively; manage projects with minimal supervision; supervise others; exert up to 10 pounds of force occasionally (up to 1/3 of the time) and/or a negligible amount of force frequently (from 1/3 to 2/3 of the time) in order to lift, carry, push, pull, or otherwise move objects.

**PHYSICAL DEMANDS STRENGTH RATING:**

Exert up to 10 pounds of force occasionally (up to 1/3 of the time), and/or a negligible amount of force frequently (from 1/3 to 2/3 of the time) in order to lift, carry, push, pull, or otherwise move objects. In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**APPROVALS:** *(Include Name, Title, and Date Approved by HR, Supervisor and Director)*

<i>Pam Serina</i>	<i>HR Manager</i>	<i>5/15/2020</i>
<i>Wayne Wieth</i>	<i>Director of Planning</i>	<i>5/15/2020</i>
<i>Gerard Neugebauer</i>	<i>Mayor</i>	
<b>NON-BARGAINING POSITION:</b>		

**CREATED & REVISIONS:**

<i>Legislation #:</i>		<i>Legislation Date:</i>	
<i>Revision Dates:</i>	5/15/2020		