

POSITION DESCRIPTION

POSITION TITLE: **Planning and Community Development Director**
DEPARTMENT: Planning and Community Development
DIVISION: Administration
RETIREMENT: KPERS
FLSA: Exempt
DATE: October 14, 2024

GENERAL PURPOSE

Intense public, high profile position directing all community planning, zoning, housing, subdivision and federal grant program activities for the City. Works with the City Commission, City Manager, Community Development Advisory Board, Planning Commission and Board of Zoning Appeals to establish community development programs, plans and policies. Receives program policy guidance from the City Manager. Programs reflect ordinance requirements and directives of the City Commission as well as federal regulations.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over City Planner, Community Development Coordinator, Rental Property Coordinator, Housing Manager and Section 8 Coordinator. Exercises supervision over all department employees either directly or through subordinate supervisors. Administers an annual budget of \$3-4 million.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Formulates policy direction in community development clearance and redevelopment, rehabilitation and conservation areas; develops appropriate funding strategies for program execution.
- Formulates policy direction in support of nonprofit agencies which serve low-income families including rehabilitation and direct funding agreements. Monitors agency program compliance pursuant to local policies and federal regulations.
- Conducts city planning, zoning, housing and federal grant activities through subordinate personnel. Requires working, hands-on team approach.
- Oversees the City Planner who administers the property maintenance code enforcement division in enforcing the City's codes in the community.
- Oversees the Community Development Coordinator who administers a Community Development Block Grant entitlement program on an annual basis.
- Oversees the Section 8 Coordinator who administers 250-260 Section 8 vouchers and certificates on an annual basis.
- Oversees the Housing Manager who administers Planters II, the City's 105-unit elderly high-rise (and related federal improvement grant programs) on an annual basis.
- Prepares or is responsible for multiple City documents, to include: CDBG Annual Action Plan; Comprehensive Land Use Plan; The City Development Code (formerly the Zoning Ordinance and Subdivision Regulations); and others.
- Prepares, directs and coordinates historic preservation activities of the City.
- Prepare and implement all activities associated with CDBG and HOME grants, including preparation of file documentation required by HUD.
- Recommends programs and policies to the City Commission, through the City Manager, in the form of ordinances and resolutions.
- Performs related departmental budget preparation activities.
- Works with appointed advisory groups.
- Represents the City at various meetings of civic, public and nonprofit organizations.

- Assists subordinate personnel in the execution of their duties; schedules and approves leave; identifies leave abuses and takes steps to correct individual abuses; sets performance standards and evaluates/counsels employees.
- Interviews and selects new employees from Registers established by human resources.
- Staffs the following entities: Community Development Advisory Board, Planning Commission, Board of Zoning Appeals, Leavenworth Preservation Commission, and other pertinent boards, commissions and advisory task forces.
- Develops departmental work and office procedures in the form of procedural manual(s).
- Provides training as needed covering work procedures, operation and maintenance of equipment, etc.
- Considers and arbitrates employee complaints or grievances or refers to appropriate department if differences are not settled.
- Prepare and present policy reports relative to departmental activities at City Commission meetings.

NECESSARY MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelors or higher degree with a major in urban planning, public administration or related field.
- (B) Minimum of five years progressively responsible experience in the administration and management of planning, housing and community development activities.
- (C) Minimum of two (2) years' supervisory experience.
- (D) Any equivalent combination of education and experience, demonstrating increasing responsibility and management skills.
- (E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities:

- (A) Extensive knowledge of: principles and practices of public administration as they relate to planning, zoning, housing and community development activities; available federal and state grant programs; real estate development, project development, management and implementation; residential construction techniques; civic utilities; group dynamics and group decision making processes.
- (B) Knowledge of the details of public housing requirements, the fundamentals of planning principles, the elements of due process in various codes, the rules in the zoning ordinance, housing code, property code, fence code, sign code, property maintenance code and the historic property resources ordinance.
- (C) Ability to establish and maintain effective working relationships with the general public, representatives of other agencies, departmental personnel and other City personnel; ability to supervise, plan, assign, direct and evaluate subordinate personnel; ability to plan and coordinate efforts with other City departments; ability to analyze problems and recommend solutions; ability to express ideas effectively, both orally and in writing.
- (D) Ability to deal tactfully and courteously with advisory group members, program participants, agency representatives; ability to understand municipal growth; ability to understand inter-personnel relationships to maximize staff efficiency; ability to develop and maintain effective working relationships within and outside the department; ability to interact with business community, lenders, builders and diverse socio-economic interests of program recipients and participants; ability to implement all programs in keeping with prepared time tables, funding plans and within allocated budget amounts.
- (E) Ability to investigate, document and present complex, spatial and temporal data and trends via electronic devices and new media. This includes knowledge of and skill with Geographic Information Systems. Ability to provide information generated by the department to interested parties via the Internet and other electronic media.
- (F) Ability to understand, interpret and present demographic data. This includes knowledge of demographic data sources, data reliability and limitations and predictive modeling skills.

DESIRABLE QUALIFICATIONS

Advanced Degree in urban planning, public administration, or community or real estate development. AICP and Housing Management Certification. Geographic Information Systems management experience.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, spreadsheet, database and GIS software; office equipment to include copier; scanner; printer; fax machine; calculator; motor vehicle; phone; and mobile radio.

PHYSICAL DEMANDS

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 job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hand to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to use a great deal of mental effort in the area of concentration, memory, analytical and conceptual thinking and decision making.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally is exposed to weather and temperature conditions. The employee is occasionally exposed to wet and/or humid conditions, dust, toxic or caustic chemicals or fumes. The employee is frequently exposed to heights/accessibility of all worksites required.

The noise level in the work environment is usually quiet while in the office, and occasionally loud when in the field.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written/practical examination or other job-related tests, oral interview; final selection; reference check; background investigation; and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

City Manager

Date

HR Director

Date