

ORGANIZATION:	City of Sherwood	DATE: 2009
LOCATION:	Sherwood, Oregon	
DIVISION:	Community Development	
FLSA STATUS:	Exempt	
JOB TITLE:	Community Development Director – Pay Group I	

PURPOSE OF POSITION:

Directs the Community Development Department to assure the safe, orderly, and desired growth and development of the City of Sherwood. Serve as a member of the City’s Management Team.

ESSENTIAL JOB FUNCTIONS:

Develop, implement, and evaluate department programs. Monitor, develop, or coordinate development of City infrastructure master plans. Prepare and update capital improvement plans. Support and help further develop the City’s Customer Service commitment.

Be responsible for the City’s Public Works infrastructure. Working with the Public Works Manager, be responsible for construction and associated planning and building issues. Analyze budget impacts and recommend funding sources for Public Works Infrastructure Projects. Prepare reports on funding and help detail schedule and spending required for Public Works Capital Projects.

Department management functions - Establish long-range goals and plans for the department. Prepare short-range tactical plans to accomplish department’s goals. Responsible for budgeting/accounting administration for the department.

Staff development/supervision – Responsible for staff needs assessment. Ensure that staff is committed to customer service and to the support of other City functions. Recruit and hire qualified employees. Motivate employees, assign functions to employees, counsel employees in the resolution of problems and performance of functions. Develop employee performance standards, conduct performance reviews. Establish a healthy, productive, and supportive work environment. Develop and implement department policy and procedures.

Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing the City’s visions and goals. Create an environment in which employees are focused on producing excellent quality results.

Direct review of city codes for comparison with state, federal, county and Metro regulations. Recommend priorities, policy and procedures for code development. Recommend resource allocation. Direct preparation of draft modifications to City code. Present changes to Council or other public bodies as required.

Direct the preparation and recommendation of System Development Charges (SDC’s) updates. Coordinate approval of SDC updates. Process exceptions for payment of SDC’s. Working with the Finance Department, be responsible for SDC spending and Audit Information.

Analyze facts and conditions regarding community development agreements. Review requests. Direct drafting of agreements and coordinate legal approval. Negotiate agreements. Present recommendations (agreements) to the Planning Commission and City Council. Assure and monitor implementation.

Provide strategic leadership to the City in Community Development related issues serving as advisor to elected officials. Assist and advise other departments in related matters. Represent city and department at various meetings, including evening and after hour meetings.

Commit to Customer Service and maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Master's Degree in Civil Engineering, Urban Planning, or Public Administration (or a Bachelor's Degree in Urban Planning and six years progressively responsible experience) with two years experience as a City Engineer, City Planner or City Manager. Six years of progressively responsible experience in city or county which includes two years of supervisory or management experience or two years as a city engineer or planner, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Thorough, professional understanding of: Community development principles and practices; Civil engineering principles and practices; Related state and regional plans, laws, and goals; Planning; Building standards. Skill in management, supervision, training, and motivation of employees. Ability to listen and communicate effectively in groups. Ability to communicate city standards and performance requirements. Ability to work effectively and cooperatively with the public, developers, boards and commissions, managers, and employees. Ability to develop, interpret, and apply department policies and procedures in making work decisions or in providing information to others. Ability to analyze complex facts and make sound decisions. Thorough knowledge of city programs and plans. Thorough knowledge of planning and budgeting process. Ability to write effectively. Knowledge of basic mathematics and statistics. Ability to interpret and analyze development laws and codes. Ability to effectively perform project management functions. Ability to conduct training and decision-making meetings.

SPECIAL REQUIREMENTS/LICENSES: Valid Oregon Drivers License.

DESIRABLE REQUIREMENTS: Professional Engineer.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Responsible for supervising more than 10 but seldom over 25 FTE.

SUPERVISION RECEIVED: Works under the general direction of the City Manager.