

## POSITION DESCRIPTION

<b>Title:</b>	Community & Economic Development Director	<b>Department:</b>	CED
<b>Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Executive	<b>Revised:</b>	6/2023

### DEFINITION

Responsible for directing the functions of the Community and Economic Development department, including but not limited to, economic development, zoning, building, code enforcement, housing, and long-range, and current planning. The incumbent is required to coordinate activities with other departments and provide highly complex staff assistance to the Town Manager, Planning and Economic Development Commission, and Town Council. Engaging property owners and business owners on CED matters is critical. The incumbent will perform a variety of administrative, technical, and professional work in preparation and implementation of CED plans, programs, and services.

### SUPERVISION RECEIVED AND EXERCISED

The position is appointed by and reports to the Town Manager. The position exercises direct supervision over professional, technical, and clerical regular and limited-term employees.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Plan, coordinate, and implement the General Plan, Specific Plans, and related planning documents with elected and appointed officials. Develop, organize, facilitate, and implement on-going comprehensive planning processes and procedures for current and long range needs to reach goals in the General Plan; ensure implementation and enforcement of planning and zoning ordinances; convert goals and policies into actions related to town development, economic development, transportation, land use, and related programs.
- Manage the day-to-day operations of the department in cooperation with department staff; interpret and initiate studies regarding zoning issues, development of ordinances, regulations, review of permits, architectural designs, code enforcement, etc.
- Direct and participate in the development and implementation of goals, objectives, policies, and procedures related to the Community and Economic Development Department.
- Direct and develop the Housing Now! program and encourage policies and programs that provide additional workforce housing for the community.
- Interpret ordinances and regulations as they apply to development applications, planning and building permits.

- Confer with builders, engineers, contractors, attorneys, architects, and the public concerning department procedures, interpretation and application of Town planning policies and ordinances, and conditions imposed on approved applications.
- Serve as technical advisor to the Town Manager, Town Council, and Planning and Economic Development Commission and provide leadership, technical insight, and recommendations related to economic development, planning, housing, zoning, building, code enforcement, and the General Plan.
- Advise and assist the Town Manager, Town Council, Planning and Economic Development Commission, and Recreation Commission with respect to community planning and the interpretation and application of established Town approved plans, policies and ordinances.
- Supervise the preparation and maintenance of Department records, maps, charts, approved and adopted reports, and related materials.
- Meet with commissions, community members, the Advisory Design Panel, developers, and contractors to discuss planning, zoning, and development issues and solutions.
- Interpret information in Town ordinances pertaining to the Department.
- Assist in the ongoing development, update and implement the Comprehensive Economic Development Strategy (CEDS) for the Town that provides business strategies and incentives, to assist in business attraction, expansion and retention. Work with partners on options to enhance the diversification and expansion of the areas tourism-based economy.
- Develop and maintain positive relationships with businesses and maintain communications to address business needs. Work with local Chamber of Commerce and Mammoth Lakes Tourism and other local organizations to provide support to businesses. Develop and nurture professional working relationships with business owners and managers.
- Development, implementation, and coordination of policies and programs with local non-profits and businesses to meet a diversity of housing needs.
- Prepare and administer the department budget and monitor expenditures.
- Coordinate community and economic development activities with other Town departments and outside agencies.
- Coordinate, plan, prepare, supervise, and administer the Town Community Development Block Grant program, and other grant programs as necessary.
- Supervise, train, and evaluate staff.
- Respond to and resolve citizen inquiries and complaints.
- Maintain an active status and participate in professional and community organizations.

## **PERIPHERAL DUTIES**

- Review current and proposed projects, work schedules, organization, and personnel matters associated with CED department staff.
- Process development projects, including major subdivisions, residential planned developments, commercial, and industrial complexes.
- Direct and participate in the preparation of grant applications.
- Participate in interagency activities such as the Local Transportation Commission, Mammoth Lakes Tourism, and Mono County Collaborative Planning Team.
- Serve on the Town's Emergency Response Team.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles and practices of economic development, land use economics, urban planning, resort planning, site planning, redevelopment, affordable housing, and architecture.
- Research methods and sources of information related to the economic trends related to mountain resort economics and development.
- Knowledge of exactions, development impact fees, housing fees, and the impact of these fees on economic development and the provision of public infrastructure and services.
- Laws underlying general plans, environmental matters, zoning and land use, building codes, and other federal and state laws as applicable.
- Principles and practices of governmental organization, administration, and personnel management.
- Housing programs, policy, and grant sources and requirements.
- Modern office practices, procedures, methods, and equipment.
- Planning, zoning, and subdivision design.
- Recent developments, current literature, and sources of information in municipal planning and economic development administration.

### Ability to:

- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Identify and present newly emerging trends on the environmental and economic opportunities and challenges related to mountain resort community planning.
- Identify, coordinate, and resolve a wide variety of interests in the development of land use policy and economic development.
- Effectively supervise, train, and evaluate staff; delegate authority and responsibility as necessary; schedule and program work on a long-term basis.
- Interpret and apply administrative and departmental policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Be present and available for work.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in economic development, urban planning, geography, or a related field.

Experience:

Seven years of professional planning and administration experience in the field of municipal land use development, plus three years of managerial experience within a planning or community development related field or department.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C driver's license with an acceptable driving record and must pass an appropriate background check prior to hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, motor vehicle, calculator, phone, copy and fax machine, and various graphic design tools.

**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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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 works in outside weather conditions, which may include extreme cold, wind, and other wintery conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually quiet in the office and moderate in the field.

**GENERAL**

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 job 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.

**Received and Reviewed by:**

\_\_\_\_\_ **Employee Signature**

\_\_\_\_\_ **Date**