

CITY OF BEL AIRE

POSITION DESCRIPTION

Class Title: Community Development Director

Department: Administration

Salary Schedule: Salary, Exempt

Range: E2

POSITION SUMMARY:

This position performs supervisory, administrative, and organizational work in planning, zoning and community development. The Director oversees all aspects of the department including strategic planning, permitting, development review, comprehensive plan, inspections, zoning administration, land use, and floodplains. Provides staff support to the Planning & Zoning Commission as well as Board of Zoning Appeals.

SUPERVISION RECEIVED:

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Exercises supervision over all department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, directs and manages all activities of the department.

Review all applications for compliance to Zoning and Subdivision Regulations and ensures timely review/ action throughout the approval process.

Reviews all plats for zoning compliance.

Ensures proper notification procedures and due process is served per zoning regulations for each zoning case.

Prepares Planning & Zoning / Board of Zoning Appeals packets and serves as secretary at meetings.

Issues written and oral instructions.

Prepares detailed reports and presents to the Planning Commission, Board of Zoning

Appeals and City Council.

Assigns duties and examines work for compliance to policies, rules and regulations as well as procedures.

Fields questions, concerns, and complaints related to department including development, plats, zoning regs, codes, etc.

Works closely with consulting engineers, City Engineer, City Attorney, City, County, State and federal agencies, professional and technical groups, and general public.

Resolves personnel grievances and issues.

Hires, supervises, evaluates, promotes, disciplines, and instructs subordinate personnel.

Reviews drainage studies and plans for floodplain mitigation / compliance.

Review and updates the annual comprehensive plan as well as strategic growth plan.

Assists with land use, quality of life, livability, goals and priorities for City expansions.

Oversees online permitting and code compliance for ease of use as well as City recordkeeping.

Maintain permits, plats and inspection records.

Oversees the building permitting process and issuing certificates of occupancy.

Review applications and issues permits for work to be performed on current structures.

PERIPHERAL DUTIES

Assists other departments as needed.

Work with US census.

Ensure all plats, zoning cases and PUD / Development agreements are filed with Sedgwick County.

ADA coordinator.

Backflow reporting.

Monthly reports to City Council on growth, Planning & Zoning activities, and relevant information.

Represents the City at MAPD meetings and makes presentations to various organizations.

Communicates via social media City growth, new development, code compliance, infrastructure work, etc.

Reviews permits required for floodplain management, FEMA guidelines and elevation certificates as needed.

Prepare floodplain determinations of properties when construction is proposed and advise of any state or federal permits needed.

Researches economic development and growth practices.

Reviews plats for compliance with city code and integration into existing infrastructure with the City Engineer.

Searches for grant opportunities. Prepares and submits grant applications.

Prepares summery reports of Planning Commission meetings and moves items through to City Council for final approval.

Prepares and submits stormwater annual report per KDHE / EPA regulations in conjunction with City Engineer and Public Works.

Attends City Council meetings and work sessions as requested.

Attends Planning Commission meetings and acts as Planning Commission Secretary.

Performs other duties as deemed necessary or assigned.

DESIRED EDUCATION/EXPERIENCE:

Bachelor's degree in urban planning, community development, public administration, or related field.

Planning, zoning, or community development experiences is required.

Experience may be substituted for education requirements with a minimum High School Diploma or GED.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of subdivision and zoning codes.

Capable of frequent problem solving and decision making encountered in various

situations. Problems such as personnel matters, citizen concerns, attaining goals set by the governing body and issues related to functions may be encountered daily.

Works well with public, staff, and others.

Able to communicate effectively both orally and in writing.

Should possess excellent public relation, oral and written communication skills.

Able to supervise subordinate personnel.

Understanding of municipal finances.

Ability to read and use blueprints/plats.

LICENSES REQUIRED

Pre employment and random drug testing required.

Must possess a valid Kansas driver's license.

PHYSICAL DEMANDS

Some adverse working conditions exist with this position. Exposure to construction, heavy machinery, traffic, excessive noise, heights and utilities in all types of weather conditions can occur.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, drive, push, pull, carry, see, hear, speak, crawl, use hands, climb, kneel, smell and other similar types of functions.

The employee may occasionally be required to lift and/or move more than 50 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work will be performed indoors in an office setting. However, there will be times duties will be outside in various conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times. However, evening meetings will be required.

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.

I have read this position description and understand its contents.

Employee Signature

Date

Revised 2-2022