

City of Grand Rapids Job Description

Job Title: Assistant Community Development Director
Department: Community Development
FLSA Status: Exempt
Approved by: City Council
Approved Date:

Summary: Under the direction and supervision of the Director of Community Development, the Assistant Community Development Director plans, assists, and coordinates activities and operations of the Community Development Department. Provides highly responsible and complex administrative support and technical advice and assistance to the Director of Community Development. Represents the Community Development Department in the absence of the Director of Community Development.

Essential Duties and Responsibilities including the following: The duties listed 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 that position. Other duties may be assigned.

- Under the direction of the Director of Community Development, participates in overseeing and coordinating the day-to-day operations of the Community Development Department, including planning, zoning, enforcement of development codes and economic development.
- Assists the Director of Community Development in providing staff support to the Planning Commission and the Grand Rapids Economic Development Authority (GREDA).
- Assists the Director of Community Development in conducting planning and economic development research and analysis; preparing staff reports for the City Council, the Planning Commission and GREDA, and providing recommendations regarding various Community Development matters.
- Implements and administers a variety of Planning and Zoning Community Development functions. Prepares a variety of studies, reports, and related information for decision-making purposes and presents that information to the Planning Commission and City Council.
- Coordinates the periodic review and updating the City's Comprehensive Plan, area specific plans, and development codes within the Municipal Code to ensure updates meet City goals and follow state and federal regulations and oversees special annual projects and reports.

- Provides assistance and information to developers, internal customers, and the public on matters relating to development requirements, the planning process, and procedures, and interprets and communicates code regulations.
- Provides administrative support, including drafting documents and other correspondence. Summarizes information from maps, reports, field and file investigations, and books.
- Assists the Director of Community Development in pursuing economic development funding opportunities; maintains positive relationships with and knowledge of programs offered by philanthropic foundations and economic development organizations at the local, state, and federal level; prepares and administers grant applications and contracts.
- Assists the Director of Community Development in responding to requests for information from businesses, and housing developers interested in investing, developing, locating, or expanding in Grand Rapids; assesses the level of impact a proposed development would provide and develop comprehensive proposals consistent with the City's Economic Policies outlining business assistance that could be provided together with other economic development organizations.
- Assists the Director of Community Development in implementing all aspects of the GREDA annual work plan; prepares agenda materials, attends GREDA meetings, and co-presents the agenda.
- Coordinates and promotes department's work with other City divisions, local, regional, and state agencies, and organizations by providing technical assistance, knowledge of projects and procedures, communicating goals and objectives, and working to resolve issues.
- Assists the Director of Community Development with annual and long-range planning, budget estimates, staffing levels and department needs, and monitors budget expenditures.
- Serves as a liaison to various City commissions, committees, and community organizations by attending meetings, representing the City, presenting projects, and providing direction and information; provides oversight to ensure appropriate information is provided.
- Performs other duties of a similar nature or level.

Knowledge, Skills, Abilities and Competencies Required: The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Community Development operations, policies, and procedures.
- Principles of planning, zoning, economic development, and community development.
- Regulations governing community development activities.
- State statutes, City codes and ordinances relative to area of responsibility.
- Project management and program administration principles.

Analytical - Collects and researches data.

Problem Solving - Gathers and analyzes information skillfully.

Technical Skills - Strives to continuously build knowledge and skills.

Customer Service - Responds promptly and positively to customer needs; Responds to requests for service and assistance; Meets commitments.

Verbal Communication - Listens and gets clarification; Responds well to questions; Able to present information in a public forum.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Strategic Thinking - Develops strategies to achieve organizational goals.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

Education and/or Experience

A bachelor's degree from an accredited college or university with major course work in urban or regional planning, geography, public administration, business administration, or a related field, or

Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Experience: The ideal candidate would have experience at a city or county government in a planning and/or economic development position, with prior experience in business or finance in the private sector.

License or Certificate:

Must possess and maintain appropriate State of Minnesota driver's license.

Must possess or be able to attain within three years of hire a Certification from the National Development Council as an Economic Development Finance Professional.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to interpret local, state and federal ordinances related to land use. Ability to gather and present data in one on one or small group settings.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to calculate rates, ratios, and percentages. Ability to make arithmetic computations using whole numbers, fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of MS Office products: Access, Excel, Word software. It is preferred that this individual possess, or have the ability to obtain, a working knowledge of geographic information system (GIS) software. Ability to use GIS to create standard mapping or geographical references such as maps and site plan drawings.

Other Skills and Abilities: Independent decision-making skills.

Physical Demands: This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.