



POSITION	Community Development Director	REPORTS TO	Village Manager
DEPARTMENT	Community & Economic Development	EXEMPT	Exempt
EFFECTIVE DATE	04/06/2023	REVISED DATE	04/06/23

## DESCRIPTION

### COMMUNITY DEVELOPMENT DIRECTOR

#### SUMMARY

The Community Development Director (CDD) serves under the administrative direction of the Village Manager. The CDD plans, organizes, implements, and oversees economic development functions from conception to completion, including business recruitment and retention, business incentive programs, research, planning, zoning, workforce development, and community preservation. The CDD implements economic development goals and objectives for the Village; interfaces and coordinates with the development community, local businesses, and various Village departments and staff. This position oversees contract personnel involved in building inspections, Code Compliance, planning (current or long-range), and economic development.

#### ESSENTIAL FUNCTIONS

This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties that are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Direct and manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service and/or operational area.
- Oversee the development and implementation of policies and strategic plans related to the department's services and operations.
- Supervise staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
- Prepare and manage the annual budget and monitor expenditures.
- Plan, coordinate, and direct the implementation of the Village's general plan, small area plans, and codes with elected and appointed officials.
- Develop, organize, and facilitate ongoing comprehensive planning processes and procedures for current and long-range needs to reach goals in the Village's general plan.
- Ensure implementation and enforcement of planning and zoning ordinances; identifies alternatives for converting policy ideas into action plans affecting developments, expansion, transportation, and related programs.



- Coordinate and monitor all economic development programs with contractors, property owners, the Village, and other interested groups.
- Solicit potential economic developers to the Village.
- Develop and nurture relationships with developers, realtors, trade associations, county, state, and other local government officials, banking, financial, community, and business leaders.
- Liaise with other Village departments, outside agencies, and community groups to explain and discuss various aspects of the department's functions.
- Attend and conduct public meetings, presentations, hearings, media events, and advisory committees to obtain a public response and explain Village policies, codes, regulations, and projects.
- Represent the Village on city, state, local, and professional boards/associations.
- Compile and maintain databases and relevant planning and economic information regarding housing, industrial, and commercial development activities.
- Provide complex administrative support to the Village Manager.
- Oversee the personnel and operations of the Code Enforcement and Building divisions.
- May be called to serve on the Village's Crisis Assessment Team and perform other continuity of operations duties in response to declared emergencies.
- Other duties may be required and assigned.

#### MINIMUM QUALIFICATIONS

##### Education, Training, and Experience Guidelines:

- Bachelor's degree in business, public administration, urban planning, economics, finance, or economic development field; Master's degree preferred.
- Minimum of five years of substantial experience in planning, economic, and/or community development.
- Experience directly managing projects and people.

##### Knowledge of:

- Operations, services, and activities of a comprehensive municipal economic and community development program.
- Municipal government structure, operations, services, and activities.
- Principles and practices of program development and administration.
- Methods and techniques of statistical data collection and analysis.
- Principles and practices of negotiation of sensitive issues related to economic and community development.
- Principles and practices of municipal budget preparation and administration.
- Principles and procedures of financial reporting.
- Principles and procedures of management systems and reporting.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and procedures for developing goals, objectives, and management plans.
- Typical office computer systems and software.



Skill in:

- Effective oral and written communication with the ability to make presentations.
- Strong interpersonal, management, and leadership skills with a positive public/customer service attitude.
- Research, analysis, and strategic thinking.
- Managing and directing a comprehensive municipal economic development program.
- Analyzing and assessing programs, policies, and operational needs to make appropriate adjustments.
- Analyzing data and information, drawing conclusions, and proposing responsive actions.
- Preparing clear and concise administrative and financial reports.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must possess a valid Florida driver's license upon hire and maintain it throughout the length of employment with the Village of Indiantown.
- IEDC or AICP certification desired.

WORKING ENVIRONMENT

- Work is performed primarily in an indoor office environment, but also outdoors subject to changing local weather conditions (e.g., heat, cold, rain, humidity, wind, etc.).
- Work occasionally requires travel to different locations inside and outside of the Village that may be indoors or outdoors.

PHYSICAL AND MENTAL DEMANDS

Emotional/Psychological:

- Frequent decision-making and multi-tasking required; occasional working alone; and frequent contact with the public, businesses, and elected officials, sometimes encountering angry or upset patrons or citizens.

Mobility:

- Frequent standing, sitting, or walking for extended periods; occasional to frequent driving; occasional pushing/pulling of up to 25 pounds; occasional reaching, bending, kneeling, stooping, squatting, and crawling; and occasional lifting of up to 25 pounds.
- Occasional balancing, turning, and climbing.

Dexterity:

- Frequent repetitive motion from writing, using a computer keyboard for extended periods of time, grasping, holding, and reaching.
- Standard dexterity in the use of fingers, limbs, or body in the operation of office equipment or other restricted physical activities.

Vision:

- Constant use of good overall close and distant vision.
- Frequent use of color perception; hand/eye coordination; depth perception; and peripheral vision.



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Hearing/Talking:

- Frequent hearing/talking to others on the telephone and in person; frequent hearing of faint sounds and occasional hearing of loud sounds.

PROBATIONARY PERIOD

This position is subject to the successful completion of a six (6) month probationary period.

VILLAGE EXPECTATIONS

Certain essential village services are required to be maintained in any civil emergency (i.e., hurricanes). Depending upon the type of emergency, **any and all** employees may be activated as essential employees in the event of an emergency. Depending on the nature of the emergency, employees may be called upon to perform tasks outside of their daily duties.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_