

## **Director of Community Development**

The City of Bryant is accepting applications to fill the position of **Director of Community Development**. Annual wages for this position range from \$74,373 - \$92,966 dependent upon on experience. Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com). A city application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., April 12, 2024, or will remain open until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts the City's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential. These include, but are not limited to: attendance, getting along and communicating well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible or as required by applicable law.*

### **GENERAL DESCRIPTION OF POSITION**

Plan, direct, manage, and oversee the activities and operations of the Community Development Department, including all City planning, building safety, and code enforcement; coordinate assigned activities with other City departments and outside agencies; provide highly responsible and complex administrative support to the Mayor, City Council and Planning Commission/BZA.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Serves as Staff Advisor to the Planning Commission. Plans, organizes, and manages the activities of the Community Development Department. Prepares and presents budget materials to the Finance Director, Mayor, and City Council.
2. Plans, manages, coordinates, supervises, and performs oversight of staff personnel assigned to Community Development subject to ordinances and policies approved by the City Council and/or Mayor. Performs day to day employee supervision, and matters related to employee hiring, discipline, and termination.
3. Responsible for all budget activities, including the development of proposed budgets and ensuring compliance with budgets approved by the City Council, related to the Department.
4. Develops, plans, and implements department goals, objectives, and work plans.
5. Oversees the review drawings and documents submitted on comprehensive site plans, subdivisions, and other land-use proposals to ensure compliance with ordinances and regulations and provide direction as needed.
6. Analyze the effects of new legislation dealing with land use, planning, or environmental issues on City development plans, programs, and activities.

7. Makes detailed studies, presentations, and recommendations using graphs, illustrations, narratives, and statistical reports pertaining to community development functions and zoning, planning, and land use issues; collects data and analyzes data; reviews ordinances pertaining to Community Development; and makes presentations to the Planning Commission and City Council.
8. Oversees preparation of clear and concise reports for applications by homeowners and businesses regarding planning and zoning appeals; attends meetings of the Planning Commission and Board of Zoning Adjustment.
9. Serves as consultant and advisor to the Mayor and to assigned Committees and Commissions regarding planning, land use, zoning, building, permitting, and development issues. Performs reviews of City regulations and recommends changes, when needed.
10. Processes requests for annexation, island annexations, and ballot annexation proposals to the city. Performs analyses of proposals, preparing and presenting reports regarding annexations to the Planning Commission.
11. Maintains effective working relationships with developers, contractors, landowners, and attorneys; provides guidance pertaining to community development processes, zoning ordinances, and related laws and requirements.
12. Responds to questions and complaints from landowners, developers and the general public concerning Community Development issues.
13. Responsible for planning, training, and assigning jobs for subordinate employees to include interns for planning, training and assigning jobs for subordinate employees to include all interns.
14. Provides leadership as a member and chair of the Development Review Committee.
15. Assists the Mayor in analyzing and creating plans for long-term and short-term infrastructure development, including parks, trails, streets, water and sewer, storm drainage, parking, and other public facilities.
16. Serves as the first contact with developers and land-owners wishing to do business in the city in a manner that presents a professional and knowledgeable atmosphere in city government.
17. Serves as Bryant Decennial Census Coordinator.
18. Direct and oversee the preparation and administration of various grants from the State and Federal government.
19. Assigns directs and participates in research and presentation of studies of land use, demographic, economic, and development characteristics of areas within the City planning boundaries.

20. Responsible for management and enforcement of policies, procedures, and recommendations for the Bryant Planning Commission concerning matters before them. The Director shall consult with pertinent personnel and agencies to develop department recommendations as necessary.
21. Performs oversight of all matters regarding building, permitting, code enforcement, planning, commercial properties, planning, zoning, and community development administration and/or similar activities. Performs oversight of capital improvement projects initiated by other departments within the City of Bryant as directed by the Mayor, including but not limited to; supervision of professional service providers, general project review.
22. Leads selection committee for professional consulting firms relative to projects undertaken by the Department. Oversees direct responsibility for bid documents, the custodian of said documents, and all bid processes (i.e. including pre-bid and post-bid activities) as they pertain to projects undertaken by the Department of Community Development.
23. Responsible for employees training. Reviews status reports prepared by the project personnel and modify schedules or plans as required and provide said reports to the Mayor and City Council as required.
24. Coordinates project activities with activities of government regulatory or other governmental agencies.
25. Develops, directs, and participates in planning projects within the City planning boundaries that include area-wide comprehensive plans, neighborhood plans, parks and recreational plans, trail plans, etc.
26. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Graduate degree (M.B.A., M.A., etc), plus 9 to 10 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to write speeches and articles for publication that conform to prescribed style and format; ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **CRITICAL THINKING SKILLS**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical

problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Arkansas Drivers License or a valid driver's license recognized by the State of Arkansas. AICP Certification.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Masters degree in Planning, Geography, Public Administration, or related field.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

### **MENTAL DEMAND**

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a moderate size group (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

Supervises the following departments: Planning Department

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$25,000,000 to \$50,000,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Large. Job creates a monetary impact for the organization from \$10mm to \$50mm.

### **IMPACT ON END RESULTS**

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

## **PUBLIC CONTACT**

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

## **EMPLOYEE CONTACT**

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

## **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; frequently required to reach with hands and arms; and occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; peripheral vision; and depth perception.