

Director of Community and Economic Development

Purpose of Position:

This is a department head position responsible for coordination of the Town's development process, directing the Town's economic development, for the Town's planning program and zoning code implementation. Work involves the coordination of the development process between government and private sector interests, acting as primary contact for commercial, industrial, and redevelopment projects, development of comprehensive planning and land use for the Town, neighborhood and business district planning and properly maintaining the zoning code for the Town. This position reports to the Town Administrator.

Essential Job Functions:

General Duties

- Develops agenda and prepares materials for Planning Commission
- Performs customer service duties by answering questions or assisting with general information related to Town of Greenville's planning, zoning and land development regulations and its project review process
- Develops policies with regard to planning matters for presentation to the Town Board
- Develops and manages department budget
- Coordinates Town action with regard to relevant information and forms to be sent to the County for variances, rezoning, and special use permits
- Provides the Town Board with information regarding County Zoning or proposed zoning changes
- Manages the overall economic health of the Town Tax Incremental Finance Districts. Plans, directs, organizes the town's economic development activities including actively working on the retention, expansion, and recruitment of businesses to the business park.
- Evaluates and performs technical review of commercial, residential and mixed-use development proposals for compliance with codes, plans and practices of the Town
- Researches grant opportunities, writes funding proposals and administers grant projects from inception to completion
- Assists in preparation and implementation of long-range (Comprehensive Plan) and special project plans (outdoor recreation strategy, community forestry strategy, and intersection safety)
- Apply and update: Zoning code, and subdivision code
- Represents the Town at: County Planning and Zoning and occasional Zoning Board of Appeals
- Review and approve plats and certified surveys
- Manage construction consultants: assessor, engineers, architects, wetlands, erosion control and GIS
- Manages and supervises Community Development Department including building inspection, GIS and stormwater
- Updates all official maps and street index to reflect new developments
- Meets with developers regarding new developments
- Performs special projects as directed by the Town Administrator
- Interacts with Town Administrator in updating problem areas or noting concerns
- The position has considerable interface with all departments of the Town, Town Board and the development and business community
- Attends Town Meetings as required

Other Job Functions

- Administers contracts including direction of support resources
- Responsible for contractor payments and project accounting
- Evaluates and maintains inventory of equipment needed by staff
- Performs general administrative duties including giving information to telephone and walk in customers
- Attend classes for continuing education and seminars to stay abreast of industry
- Update town specifications as needed
- Enforce Town ordinances

These duties and responsibilities should not be construed as exclusive or all-inclusive; other duties may be required and assigned.

Qualifications

Minimum Educations and Experience

A bachelor's degree with a major in urban planning, economic development, public administration, or a closely related field. A minimum of five years of progressively responsible experience in urban planning and economic development is required. American Institute of Certified Planners (AICP) certification is preferred. Equivalent combinations of training and experience will be considered. The applicant must also demonstrate a history of effective communication and interpersonal skills.

Abilities

- Ability to effectively interact and communicate with diverse audiences both small and large, including: ability to act in a professional manner with tact, good judgement and discretion; ability to communicate effectively under stressful conditions with individuals or groups who may be skeptical, argumentative or disagreeable; ability to develop and maintain effective working relationships; and, the ability to maintain the confidentiality of sensitive information when needed.
- Ability to gather data, analyze information, and make recommendations to Town officials, boards, and commissions.
- Ability to read and understand written materials, including: Town codes and ordinances; planning, zoning and engineering procedures and policies; grant guidelines; and, ability to apply the knowledge and information gained from these materials in performing the essential job duties and responsibilities of the position.
- Proven ability to prepare written documents that are concise, courteous yet persuasive, and presented in such a matter that technical information is presented in clear, understandable terms.
- Ability to obtain information on local government grants, communicate funding opportunities with Town departments, write grant applications, and perform grant administration and close-out tasks.
- Ability to perform technical review of site plans, plats, maps, civil engineering plans, and drainage plans, and then develop written and oral reports based on research, good planning practices, precedent, Town policy, and team input.
- Ability to multi-task while maintaining an effective system for prioritizing work efforts, and to effectively deal with frequent interruptions or requests for assistance.
- Proficient in the use of Microsoft Office software including: Word, Excel, PowerPoint, Access and in the use of the Town GIS software.

Physical Requirements

Must have the physical ability to undertake all tasks related to the duties of this position.

Other Requirements

Possession of a valid driver's license, proof of automobile insurance, and a good driving record.