



Position Description

Job Title	Deputy Community Development Director
Department	Community Development
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

Under the direction of the Community Development Director assists the Director with management and oversight of employees as well as development and enforcement of policies and regulations in the Planning and Building Inspection Divisions. Assists in the implementation of Strategic Plan goals, long term planning and redevelopment strategies and efficient customer service and department operations.

Supervision

Received	Director of Community Development
Exercised	Supervises up to 6 full time (or full time equivalent) employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Leads the development and implementation of growth management, land use, economic development, utility, housing and other plans and codes to meet the City's needs.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, establishing employees' goals and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations and approval in the areas of new employee selection,

transfers, promotions, disciplinary action, discharge, and salary administration; develops training programs.

- Assists the Director with the development and implementation of the departmental budget; performs reviews on budget spending and related budget issues; monitors budgetary activity to ensure guidelines are maintained.
- Assists in coordinating departmental activities with those of other departments, outside agencies and organizations. Assists in the management of all department services and activities and recommends and administers policies and procedures.
- Identifies opportunities for improvement and directs the implementation of changes.
- Makes presentations to City Boards and Commissions, community groups and professional organizations. Provides assistance to the Director; conducts a variety of organizational studies, investigations and operational studies; recommends modifications to planning programs, policies and procedures as appropriate.
- Acts as the Community Development Director in his/her absence or as assigned by the Director.
- Assists with the development, analysis and management of Tax Incremental Finance Districts, projects and Redevelopment Districts and projects.
- Performs managerial tasks to facilitate the efficiency and effectiveness of the department's daily operations: provides leadership and guidance to the department; implements and updates a work program for the department; develops and implements operating procedures; coordinates the implementation of policies established by the Community Development Director.
- Oversees either directly or through subordinates, all major Department initiatives.
- Assists Director with the creation and implementation of a department strategic plan and long-range community vision and development goals.
- Provide Leadership and guidance over all operations of the Community Development Department. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of planning; incorporates new developments as appropriate.
- Assists the Director in the interviewing and hiring process for positions in Planning and Building Inspection.
- Works with businesses to obtain Industrial Revenue Bonds and Housing Revenue Bonds.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree in City Planning, Architecture, or a related field, and 8 - 12 years of experience in community development, including at least 3 year in a supervisory capacity; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Applicable federal, state and local laws and regulations regarding city planning and land development, including their formation, adoption process and enforcement. • Principles, practices and techniques of urban planning and development.
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	<ul style="list-style-type: none"> • The use of standard office equipment including computers, relevant software peripheral equipment and GIS. • Recent developments, current literature and sources of information relating to economic development. • Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. • Must possess comprehensive knowledge of theories, practices and procedures of community planning, economic development, zoning, land development, construction and building. • Must have comprehensive knowledge of management and budgeting principles and practices. • Must have the ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps, and plats. • Must possess the ability to develop long-term plans and programs related to development.
Ability to	<ul style="list-style-type: none"> • Comprehend the long term vision and impact of Planning recommendations and decisions. • Requires the ability to function in a managerial capacity. Includes the ability to make decisions on procedural and technical levels. • Mediate and resolve conflict. • Establish and maintain effective working relationships with various units and sub-units of government, municipal officials, architects, contractors, developers, owners, supervisors, employees and the general public. • Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles. • Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels. • Gain cooperation through discussion and persuasion; • Encourage employees to take initiative and responsibility; • Communicate clearly and concisely, both verbally and in writing; • Exemplify an enthusiastic, resourceful, and effective customer service attitude with the public, co-workers, and others contacted in the course of work.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Public relations. • Public speaking.

Necessary Special Requirements

American Institute of Certified Planners (AICP); valid Wisconsin driver’s license

Physical Demands

The physical demands 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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to sit, stand, walk, talk and hear.
- The employee must occasionally lift and/or move up to 25 pounds.