

DIRECTOR, PLANNING AND ECONOMIC DEVELOPMENT

JOB SUMMARY:

The Director of Planning and Economic Development is responsible for planning, directing, managing, and overseeing the activities of the City's Planning and Economic Development Department. In addition to ensuring compliance with all state and federal regulations, the mission of the Planning and Economic Development Department is to maintain and improve the quality of life of residents, visitors, property owners, and businesses of the City of Duluth through effective planning and land use policies, programs, and services.

The Director provides leadership for developing and carrying out the strategic vision and direction for the City and is responsible for establishing relationships with and among our economic development partners and building public/private partnerships, trust, and credibility throughout the business and development community. The Director will work under the administrative direction of the Chief Administrative Officer, with broad decision-making authority and considerable latitude for independent judgment and initiative.

ESSENTIAL DUTIES AND CRITICAL SKILLS (other duties may be assigned)

The Director of Planning and Economic Development must demonstrate their ability and be prepared to:

1. Administer, interpret, and lead the development of the City's Comprehensive Master Plan, land use and zoning regulations, housing and neighborhood revitalization initiatives, and historical preservation projects.
2. Coordinate with the City's economic development partners in recruiting new or expanded business opportunities and assisting in providing location and workforce solutions and appropriate financial incentives as needed.
3. Confer with developers, other City, County, and State agencies, and the community to coordinate planning, zoning, and development matters and serve as liaison to the community to interpret the objectives of the City's planning activities and to answer citizens' inquiries, requests, and complaints.
4. Perform technical review work in preparation and implementation of the City's planning and community development plans; process and monitor annexation and zoning requests including researching and analyzing applications for compliance and conformity with the City's land use plan, Comprehensive Plan, development policies, and other applicable rules and regulations.
5. Provide information, technical assistance, and professional guidance to developers, architects, engineers, the general public, Planning Commission, other Boards and Commissions, the Mayor, and the City Council.
6. Review and approve site plans, subdivision plans, and other developments, and provide information that will assist developers, contractors, and the general public to understand planning and zoning related issues and processes.
7. Analyze and prepare policy documentation and code interpretation recommendations to the Chief Administrative Officer, City Council, and Planning Commission regarding re-zonings, and special exception permits and Comprehensive Plan compatibility to ensure appropriate land development.
8. Actively monitor and evaluate the efficiency and effectiveness of the department's service delivery processes and procedures to ensure that the Planning and Economic Development Department is sensitive and responsive to the needs of a wide variety of stakeholders and interest groups.
9. Provide technical reports and recommendations to City Council, other City departments, Planning Commission, private developers, and individuals to ensure proper land use and application of sound urban planning principles to developments within the municipality.
10. Work closely with the Chief Administrative Officer, Public Works, Public Administration, and other departments in analyzing and creating plans for long- and short-term infrastructure development,

including parks, trails, streets, water and sewer, storm drainage, parking, and other public facilities.

11. Serve as a technical advisor to the Planning Commission, City Council, Chief Administrative Officer, and other City departments and civic groups on planning, zoning enforcement, building inspections, housing programs, and related matters.
12. Serve as the Director of the Duluth Economic Development Authority (DEDA), reporting to a seven-member Board with an economic development mission closely coordinated with the City of Duluth.
13. Monitor developments related to planning, building, land use, economic development, grant and bond programs, code enforcement, and redevelopment; evaluate their impact upon City operations and recommend policy and procedural modifications.
14. Prepare and administer the Planning and Economic Development operation budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer approved budget; implement mid-year adjustments.
15. Manage and direct the personnel and programs of Planning, Building Inspection, Code Enforcement and Compliance, and Permitting/Licensing.
16. Ensure compliance with City and Department policy and union bargaining agreements.
17. Oversee the recruitment, selection, training, and evaluation of department personnel.

MINIMUM QUALIFICATIONS

Education & Experience

- A. Required education and work experience includes graduation from an accredited college or university with a degree in Management, Business Administration, Urban Studies, Urban & Regional Planning, Real Estate Development, Public Administration, Civil Engineering, Economic Development, or closely related field; and
- B. Seven (7) to ten (10) years of progressively knowledgeable and responsible professional experience in planning, business/economic development, business, or organizational management, the majority of which shall have been acquired in a managerial capacity.

License Requirements

- A. Possession of a valid Minnesota Driver's License or equivalent.

Knowledge Requirements

- A. Comprehensive knowledge of the advanced theory principles, practices, and techniques of urban planning, zoning, and business and economic development.
- B. Considerable knowledge of federal, state, and local laws, ordinances, and codes pertaining to a wide variety of planning and development topics.
- C. Knowledge of the region's economy, major employers, employment clusters, and target industries.
- D. General knowledge of the principles and practices of economic, market, and fiscal impact analyses.
- E. General knowledge of the principles and practices underlying building and zoning codes.
- F. Considerable knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
- G. Considerable knowledge of the methods and techniques of research and analysis.
- H. Considerable knowledge of the principles of budgeting and finance.
- I. Knowledge of real estate terminology, laws, practices, principles, and regulations.
- J. Knowledge of computer applications including Microsoft Office, Internet applications, and GIS.

Skill and Ability Requirements

- A. Proven management skills and ability to manage day-to-day operations.

- B. Strong customer-service initiative coupled with solid interpersonal and public relations skills to work effectively with various officials, staff, citizens, and other customers.
- C. Must be skilled in public speaking and possess strong written and oral communication skills.
- D. Ability to present technical information to committees in a clear, understandable manner.
- E. Ability to communicate with private/public sectors, including elected officials, special interest groups, real estate, and business community.
- F. Strong negotiation skills, and the ability to mediate differences, reach appropriate decisions and drive processes and projects forward.
- G. Strong organizational skills.
- H. Ability to understand and manage high-profile, sensitive, or controversial political situations.
- I. Ability to exercise sound and independent judgment within general policy guidelines.

Physical Ability Requirements

- A. Ability to work independently to complete assignments from minimal information and general instructions.
- B. Ability to sit or stand for extended periods of time.
- C. Fine dexterity of hands and fingers to operate a computer keyboard, calculator, and other office equipment.
- D. Ability to occasionally bend, stoop and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies, etc.
- E. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- F. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- G. Ability to see to read, prepare, and proofread documents for accuracy.
- H. Ability to transport oneself to, from, and around sites of public meetings, programs, and projects.
- I. Ability to attend work on a regular basis.

HR: TS	Union: Supervisory	EEOC: Officials/Admin	CSB: N/A	Class No:
WC: 8810	Pay: *1135-1170	EEOF:	CC:	Resolution: