

## **MANAGER, PLANNING & COMMUNITY DEVELOPMENT**

### **SUMMARY/PURPOSE**

To plan, direct, supervise, and evaluate the operations and staff of the Planning & Community Development Division, and supervise complex reviews to ensure development projects are in conformance with Comprehensive Plan and federal and state grant program guidelines.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Supervise the development and administration of programs regarding community development and housing.
2. Prepare, control, and monitor the Division's budget, expenditures, and administration of grant funds.
3. Formulate, implement, review, evaluate, and amend policies, objectives, goals, and plans.
4. Coordinate the review, evaluation, and processing of applications for land use related actions in adherence with federal and state statutes, local ordinances, regulations, Comprehensive Plan, and accepted business practice.
5. Manage environmental review process, including ensuring compliance with federal, state, and local regulations and procedures; overseeing preparation of Environmental Assessment Worksheets and other environmental review documents and procedures; and preparing documents related to environmental determinations.
6. Identify and apply relevant statutes, ordinances, or regulations in response to specific questions or conditions; respond to questions and provide information to the public; provide explanation of and negotiate application requirements and issues; and make recommendations accordingly.
7. Attend meetings with project proposers, developers, boards, commissions, and staff to identify and resolve problems.
8. Direct, coordinate, and analyze the development of ordinances and resolutions for City Council consideration and present specifics at Council meetings.
9. Effectively recommend the hire, transfer, promotion, discipline, suspension, or discharge of assigned employees.
10. Direct, coordinate, and analyze the development of studies, grants, programs, activities, and legislation.
11. Direct contract negotiations with sub grantees of the Community Development program and with the City's housing program agents.
12. Audit, monitor, and evaluate Divisional activities for effectiveness, sound fiscal management, and adherence to grant provisions, legal requirements, and Department and City policies.
13. Direct the submission of reports and recommendations to appropriate committees, agencies, and government units.
14. Direct citizen participation processes regarding Community Development and Housing programs.
15. Maintain communication with, and serve as liaison to, the Duluth Economic Development Authority, City Planning Commission, City Council, HRA Board of Commissioners, and other appropriate review bodies, agencies, officials, and other City personnel and units as required.
16. Respond to inquiries, requests, and complaints as necessary.
17. Prioritize, assign, and direct the work of assigned staff, including establishing work standards, effectively recommend employment action, hire, discharge, etc., provide performance evaluations, delegate authority and responsibility, train, and communicate instructions and information.
18. Perform the duties of Land Use Supervisor as assigned and as provided in Chapter 50 of the City code.
19. Other related duties may be assigned.

### **JOB REQUIREMENTS**

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

1. Education & Experience Requirements
  - A. Five (5) years of increasingly responsible experience in the administration of land use regulations, planning, urban development, or equivalent and a Bachelor's Degree from an accredited college or university with major course work in planning, public administration, geography, urban design, natural resources, business administration, or related field.
2. Knowledge Requirements
  - A. Extensive knowledge of principles and practices of municipal administration, land use planning, zoning, urban design, community planning and development, natural resources identification and processes, environmental review, and comprehensive plan implementation.
  - B. Extensive knowledge of Federal and State housing and community development legislation and programs.
  - C. Knowledge of accepted principles and practices of business communications, record keeping, and report preparation.
  - D. Knowledge of the principles and practices of technical research and analysis.
  - E. Knowledge of computer applications including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.
  - F. Knowledge of statistics and development research and data analysis.
  - G. Knowledge of legal contract principles.
  - H. Knowledge of budgeting.
3. Skill Requirements
  - A. Skill in interpreting laws, regulations, policies, procedures, maps, specifications, graphs, and statistical data related to municipal planning.
  - B. Skill in making clear and persuasive oral presentations, sometimes to unreceptive audiences.
  - C. Skill in establishing and maintaining cooperative partnerships and effective working relationships with those contacted in the course of work.
  - D. Skill in data collection and analysis.
  - E. Skill in preparing clear, concise, and complete technical documents, reports, and correspondence using accepted business writing principles.
  - F. Skill in negotiating.
4. Ability Requirements
  - A. Ability to become proficient with and administer pertinent federal, state, and local laws and regulations, including Duluth Comprehensive Plan, Duluth zoning ordinance, Duluth subdivision regulations, Duluth sign ordinance, Duluth Water Resource Management Ordinance, Minnesota comprehensive Planning Act, Minnesota Wetland Conservation Act, rules of Minnesota Board of Water and Soil Resources, Environmental Quality Board and wetland impact rules of U.S. Army Corp of Engineers.
  - B. Ability to communicate clearly, concisely, and effectively, both orally and in writing for lay and professional audiences.
  - C. Ability to operate office equipment including fax, copier, computer hardware, and computer software including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.
  - D. Ability to be flexible and adapt to change.
  - E. Ability to set priorities, organize work, and meet deadlines under pressure and time constraints.
  - F. Ability to work independently in the absence of supervision.
  - G. Ability to work cooperatively and in a positive manner with staff from other federal, state, and local agencies, and other City departments.

5. Physical Ability Requirements
- A. Ability to regularly use hands to manipulate tools, controls, and computer keyboard.
  - B. Ability to sit for extended periods.
  - C. Ability to frequently stand, reach with hands and arms, stoop, and walk, at times on uneven surfaces, while carrying out activities both in the office and in the field.
  - D. Ability to transport (usually by lifting and carrying) boxes of supplies and equipment weighing up to 25 pounds for presentations and meetings.
  - E. Ability to transport oneself to, from, and around project sites and meetings.
  - F. Ability to attend evening meetings.
  - G. Ability to attend work on a regular basis.

HR: MS	Union: Supervisory	EEOC: Professionals	CSB: 07/17/2015	Class No:
WC: 8810	Pay:	EEOF: C.D.	CC:	Resolution: