

DEPUTY DIRECTOR, PLANNING AND ECONOMIC DEVELOPMENT

SUMMARY/PURPOSE:

The Deputy Director of Planning and Economic Development is a top management level position that is responsible for the day-to-day operations of the Planning and Economic Development services.

Under the general supervision of the Director, employees in this class are responsible for assisting the Director in specific phases of moderately difficult planning environmental review, community and economic development projects or may be in charge of a major phase of a more complex study. Projects involve community planning on a municipal, county, metropolitan or regional basis. The position also involves responsibility for a variety of administrative functions within the Department of Planning and Economic Development.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Assist the Director in planning, developing, and implementing administrative procedures for the City's planning and community and economic development programs.
2. Prepare and supervise the preparation of a variety of planning statistics, data, plans, designs, charts, records and reports.
3. Prepare and supervise the preparation of specialized planning projects, such as land development, transportation systems, community facilities, and others.
4. Assist in the preparation of the Department's budget.
5. Assist the Director in administering federal, state, and locally funded community and economic development programs.
6. Provide direction for the collection of data, establishment of databases, and assessment of policy options that facilitate community decision-making with regard to performance of adopted or contemplated plans and policies; prepare information using a variety of data sources to assess community issues and trends; and to monitor the implementation progress on the comprehensive plan.
7. Plan and conduct field studies and surveys.
8. On occasion, represent the Planning and Economic Development Department at conferences of local government officials.
9. Participate in meetings with civic and business leaders to determine regional and community planning needs.
10. Act on behalf of the Director of Planning and Economic Development in his or her absence.
11. Ensure that the Department Director is kept fully informed on the condition of any trends, events, or emerging issues of significance to the department's success.
12. Supervise department staff, either directly or indirectly through Division Managers.
13. Develop and implement projects and programs for the Planning and Economic Development Department and establish broad priorities and work sequences.
14. Develop and provide monthly reports on the activities of the department.
15. Manage projects and programs as assigned by the Director.
16. Serve as a lead participant in the development of departmental priorities objectives, goals, and actively seek out new processes and technologies to help improve departmental efficiency and effectiveness.
17. Assist in monitoring 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.
18. Train and mentor employees in administrative, technical, management, customer service, and leadership responsibilities.
19. Assist with directing the personnel and programs of Economic Development, Construction Services & Inspections and Community Planning.
20. Ensure compliance with City and Department policy and union bargaining agreements.

21. Assist in the recruitment, selection, training, supervision, and evaluation of management staff, and provide counseling and coaching to staff as needed.
22. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
23. Other duties as assigned.

Education & Experience Requirements

- A. 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. Six (6) years of progressively responsible experience in planning, business/economic development, business or organizational management, where the primary function of the position was in planning, urban development, architecture, engineering or a related field; at least two (2) years of which was in the field of city, state or municipal planning and/or the administration of community and economic development programs; and with at least four (4) years in a supervisory capacity. Master's degree in urban planning or related field will substitute for two (2) years of non-supervisory experience.

License Requirements

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

Knowledge Requirements

- A. Strong knowledge of the purposes, principles, terminology, and practices employed in municipal, regional, or community planning; good knowledge of zoning and subdivision practices.
- B. Strong knowledge of federal, state, and local laws, ordinances, and codes pertaining to a wide variety of planning and development topics.
- C. Knowledge of current methods for collecting, analyzing, and interpreting statistical data.
- D. Knowledge of the region's economy, major employers, employment clusters, and target industries.
- E. General knowledge of the principles and practices of economic, market, and fiscal impact analyses.
- F. General knowledge of the principles and practices underlying building and zoning codes.
- G. Knowledge of principles and practices of organization, administration, and personnel management including training and performance evaluation.
- H. 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:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: