

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Community Development Director Revision Date: 08/2014
EEO Category: Exempt
Status: Exempt (Executive)
Control No: 20650

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category 1 position under the strategic direction of the City Administrator and Mayor, supervises and directs the Community Development Department which includes responsibility for the physical and economic development of the City.

III. Essential Duties:

- Hire, train, motivate, evaluate, discipline and direct the work of Department Division Heads and other staff.
- Coordinate and act as development, building and zoning liaison with Mayor, Cabinet, City Council, Board of Adjustments and Planning Commission.
- Prepare, administer and interpret City Development Code, including zoning, subdivision, sign and other ordinances.
- Handle public inquiries on Department matters including the general plan, zoning, development review and staff interpretation of Development Code.
- Prepare agendas and conduct various meetings, e.g., development meetings, staff meetings, public meetings, etc.
- Supervise the preparation and administration of department budget including time sheet sign-offs, budget requests, invoice handling, etc.
- Participate actively on various boards and committees including Chamber of Commerce, Economic Development Council, Exchange Club, Sandy Pride, etc.
- Oversee the collection and filing of data on City demographics, building statistics and GIS mapping.

IV. Marginal Duties:

- Perform field work and on-site inspections of development sites to ensure development and building compliance with codes.
- Prepare written correspondence and verbal communication to various interests involved with Department issues.
- Perform other duties as necessary.

V. Qualifications:

Education: Requires a bachelor's degree in urban planning, geography, public administration, or related field.

Experience: Requires ten years of employment in planning or related field, including four years of supervisory and municipal administration experience. May substitute up to two years additional education for two years required experience, except supervisory experience.

Certificates/Licenses: A valid Utah Drivers License is required.

Probationary Period: Not Applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles of management and budgeting; principles and practices of community development, local government operation and structures; urban planning and design; transportation; strategic planning; annexation; site plan review; economic development; historical preservation; housing; redevelopment; capital improvement planning; State land use law; City ordinances; GIS and map reading and interpretation; principles of public relations; uniform building code and code enforcement practices.

Responsibility for: Making decisions that affect the community for many years to come; great responsibility for the care, condition, and use of materials, equipment, money, etc; great responsibility for making decisions affecting the activities of people- what to do, when to do it and how; great responsibility for supervision of division heads and other staff members.

Communication Skills: Glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

Tool, Machine, Equipment Operation: Regular use of office equipment, including a personal computer, telephone, calculator, copy machine, and cell phone.

Analytical Ability: Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and implementation of various City policies and programs; creative solutions to complex development problems.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; mental pressure and fatigue exist during a normal workday; extensive contact with the public; extensive time spent as liaison to other city department; overtime with night meetings and weekend work required; deadline oriented; heavy emphasis on quality; Frequent stress from interpersonal interactions with public, city administration, developers, and city council.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____