

# Assistant City Administrator/Community Development Director

Department: Administration

FLSA Status: Exempt

## General Definition of Work

Performs complex professional work planning, managing, supervising the City's economic and community development administration services, and related work as apparent or assigned. Work involves setting policies and goals under the direction of and in partnership with the City Administrator and Council. Departmental supervision is exercised over the City Planner, Building Official and Building Inspectors, and Fire Marshal.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Administers, plans, and organizes the development of the City's short and long-range planning activities.

Provides supervision and leadership to personnel under position's span of control; makes and/or participates in decisions on matters of hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, adjusting grievances or disciplining employees under position's span of control; sets goals and objectives for others to work towards and monitors performance; creates and maintains a positive work environment fostering effective performance of staff.

Negotiates and mediates solutions to facilitate desired development in a manner that is feasible for the City, including working with developers and other stakeholders.

Composes or facilitates special research studies such as the Comprehensive Plan, Housing Studies, etc.

Reviews or assigns planning, zoning, subdivision, and economic related applications such as site plans, variances, special use permits, plats, development agreements, and municipal subsidies applications; prepares research and recommendation reports, and planning and economic development related resolutions and ordinances for consideration by affected Boards, Commissions, and City Council.

Composes, attends, and facilitates communication with the general public, other department heads, business community, developers, builders, legislators, bond counsel and financial advisers, Boards and Commissions, and City Council via social media, presentations, representation at meetings, and conversations with the general public.

Monitor's City, County, State, and Federal legislation and regulations; reports findings, trends, and recommendations as appropriate on economic development and municipal planning related matters; provides testimony when necessary on the City's behalf.

Performs City Administrator's duties in his/her absence.

Performs other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of City and department policies and procedures; thorough knowledge of the laws, ordinances, and regulations underlying a municipal organization; thorough knowledge of planning, zoning, subdivision and community development, grant and loan preparation; legislative process; real estate development; working knowledge of Building Code/Fire Code implementation/enforcement and practices; general knowledge development related public assistance tools (e.g. TIF, tax abatement; skill in the use of personal computers, associated software packages, hardware, and job-specific peripheral equipment; ability to interpret planning documents and ordinances; ability to supervise staff and provide for a positive and motivational work place; ability to communicate effectively in oral and written form; ability to utilize work time properly and productively; ability to act in a decisive manner, using good judgment; ability to use tact and diplomacy and to promote a cooperative atmosphere within the City operations as well as with the public; ability to present an attitude of professionalism while maintaining the values and attitudes of the community; ability to establish and maintain effective working relationships with associates, supervisors, subordinates, other departments, outside agencies, developers, landowners, public officials, and the general public.

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## Education and Experience

Bachelor's degree in public administration, urban studies, planning, geography, or related field, and five to eight years progressively responsible experience in local government management, including managing teams and projects. Master's degree preferred.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing and occasionally requires walking, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

American Institute of Certified Planners certification desirable.  
Valid driver's license in the State of Minnesota.

Last Revised: 5/13/2019