JOB DESCRIPTION: Director of Community Development

DEPARTMENT: Office of the Mayor
REPORTS TO: Mayor

SUMMARY:
This salaried position includes administrative and managerial work related to planning, organizing, and directing the activities of Community Development for the City of Delphi. The Director of Community Development is a full-time position and shall have the responsibilities as stated below.

The Director of Community Development is responsible for administration of the Delphi Main Street organization, Code Enforcement, interactions with the Area Plan Commission and Board of Zoning Appeals. The Director shall make recommendations to the Mayor, Common Council, and in conjunction with the Delphi Redevelopment Commissions' programs and policies related to business, development, and planning.

The Director of Community Development shall be supervised by the Mayor regarding day-to-day administration/management affairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinates and implements goals and programs of the Economic Development Commission that promotes the growth and retention of a vital economy within the City

- Coordinates, implements and supports the Area Plan Commission and BZA's efforts to proactively address urban planning issues within the City.

- Develops, updates, and maintains the Community Development Department's long- and short- range development goals and comprehensive land-use plan.

- Creates and maintains an inventory of vacancies in commercial and industrial properties in the City of Delphi and develops strategies to decrease vacancies within the City;

- Develops and coordinates economic development marketing strategies and activities and creates promotional materials

- Works the Main Street organization, with private businesses and public agencies to enhance the economic viability within the community

- Works with the Carroll County Area Plan Commission, Tippecanoe Area Plan, K-IRPC, and other planning organizations within the region

- Manages Capital Improvement Projects as may be assigned

- Enforces the Zoning and Building Codes and introduces amendments as needed

- Complies with all City Policies, Protocols, and Procedures

- Performs other duties as assigned

QUALIFICATION 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE:
Candidates must have a Bachelor's Degree, Master's Degree preferred, from an accredited College or University in Community Development, Planning, Public Administration, or related fields. A minimum of two years' Community Development experience.

COMPUTER SKILLS:
Knowledge of Microsoft Windows and Microsoft Office.

LANGUAGE SKILLS:
Communicate effectively orally and in writing. Must have the ability to conduct effective public relations programs and marketing efforts to further the Commission's retention and development objectives.

MATHEMATICAL SKILLS:
Ability to analyze and interpret statistical data and prepare narrative summaries and statistical reports.

OTHER SKILLS and ABILITIES:
- A thorough knowledge of advanced marketing techniques including social media

- A thorough knowledge of Community Development and planning strategies

- Extensive knowledge of community growth issues

- Working knowledge of computers and computer technology

- Extensive knowledge of local, state, and federal programs available for the furtherance of Community Development objectives

- Ability to establish and maintain effective working relationships with various boards and commissions, community groups, City departments, and the business community

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

SAFETY:

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe work rules

- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying full and complete information

- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions

- Know their exact duties in case of fire or catastrophe

- Use safety equipment provided for personal use in performing daily work assignments

- Only operate equipment trained and authorized to operate

- Provide public protection from unsafe conditions and hazards resulting from municipal work operations

- Participate in special safety activities, as designated, such as Safety Committees, Job Safety Analysis, special training, etc