

**CITY OF TEA
Job Description**

COMMUNITY DEVELOPMENT DIRECTOR

GENERAL PURPOSE

Performs a variety of supervisory, administrative, and professional work in development and implementation of community development plans, long term and current planning activities, planning and zoning, zoning enforcement, code enforcement, building inspection and property maintenance activities. Also assists with community development and economic development initiatives and policies. For the purpose of compliance with zoning regulations this position will serve as the City of Tea's Zoning Administrator. Responsible to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Administrator

SUPERVISION EXERCISED

Exercises administrative direction over all operations and staff in the Planning and Zoning including the Building Inspector (Building Official) and Planning Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administration and Operations

- Prepare and publish necessary legal notices as required
- Prepare ordinances, resolutions, and related documentation as required.
- Research, prepare and document informational studies, respond to inquiries and compile reports as needed.
- Coordinate with engineers, realtors, contractors, consultants and other outside organizations where appropriate and/or required.
- Oversee all operations of the Planning and Zoning Department. Assist in coordination with Community Development and Economic Development activities.
- Provide staff representation for the Planning and Zoning and to the City Council, Planning and Zoning Commission, advisory boards, County government related meetings and other organizations as required.
- Supervise departmental staff including conflict resolution, conducting performance reviews, coaching, rewarding and disciplining employees, enforcing City and Departmental policies, and resolving employee issues.
- Member of the City's management team which involves discussion, problem solving decision making and actions regarding personnel, policies, customer service and variety of city issues that range across all departments

2. Planning and Zoning

- Oversee all operations and the Planning and Zoning Department and supervision of employees within the department.
- Serve as the City Zoning Administrator and oversee interpret, apply and enforce local zoning ordinances, subdivision regulations, building codes, and other land use and development regulations for the City.
- Serve as the City's Floodplain Administrator enforcing all federal, state and local floodplain regulations.

- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Coordinate, prepare and oversee long range planning activities including programs and policies for the general growth and development of Tea including the comprehensive plan, zoning ordinance, subdivision ordinance and building codes.
- Prepare, develop and administer revisions to planning and zoning regulations and building codes.
- Analyze and recommend actions or policies regarding all types of development and other land use applications, including but not limited to subdivisions, zoning district changes, zoning and general plan amendments, site plan reviews, planned developments, variances and conditional use permits.
- Review and analyze submitted development plans and proposed projects for compliance with adopted planning and zoning ordinances and suggest changes prior to final approvals.
- Oversee and develop policies, procedures and systems for application and review of all zoning, building permit, and other land use and development applications.
- Respond to public inquiry for information on matters related to the Planning and Zoning Department.
- Attend Planning and Zoning Commission and City Council meetings.
- Responsible for the preparation and presentation of relevant agenda items and providing input as requested.
- Act as the lead and manage negotiations and the development of agreements for property development.
- Responsible for recommending contract administration, oversight, and review of the use of professional services necessary to support staff and projects including project scoping, selection, contract development and implementation in accordance with the City policies and procedures.

3. Community Development

- A member of the City team tasked with development and implementation of a comprehensive economic development strategies, initiatives, and programs to attract and retain businesses, promote job creation, and stimulate local economic growth.
- Assist with identifying opportunities for public-private partnerships, grants, and incentives to support economic development projects and foster a vibrant business environment.
- Collaborate with local stakeholders, business associations, and chamber of commerce to build strong relationships and enhance collaboration between the public and private sectors. Provides staff support to various boards and commissions, as needed and assigned.
- Works with relevant economic groups, and organizations at the local, regional, state and national levels.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning and economic development.
- Foster active community engagement and participation in the decision-making process related to economic development, land use, and zoning matters.

PERIPHERAL DUTIES

- (1) Recommends for adoption by the Council such measures that may be deemed necessary or expedient.
- (2) Prepares and submits to the Council such reports as may be required by that body or as administrator may deem it advisable to submit.
- (3) Represents the City at various meetings, conferences, and other events.
- (4) Performs related work as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (1) Graduation from an accredited four-year college or university with a degree in land-use planning, urban and regional planning, public administration, business administration, community development, economics, or a closely related field. Masters Degree in a related field preferred.
- (2) At least five (5) years of increasingly responsible municipal government experience.
- (3) Any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience

Necessary Knowledge, Skills, and Abilities:

- (1) Thorough knowledge of community development, zoning laws and comprehensive plans including their formation, process of adoption, and enforcement, public works, public safety, flood plain management, and community development.
- (2) Extensive knowledge of planning programs and processes.
- (3) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
- (4) Working knowledge of personal computers and GIS applications.
- (5) Ability to prepare and analyze comprehensive and technical reports and data.

SPECIAL REQUIREMENTS

- (1) Must be able to be bonded.
- (2) Must possess, or be able to obtain by time of hire, a valid South Dakota driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, spreadsheet, and financial management programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

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

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to work; use hands to finger, handle, or fell objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific visions abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

From time to time the employee will be required to inspect job and project sites with higher than normal noise levels and a moderate degree of danger.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, background check, driving record check, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.

SALARY RANGE: As determined by the City Council and the City of Tea Pay Plan.

F.L.S.A STATUS: Exempt – Executive

Approval: _____
Casey Voelker, Mayor

Effective Date: 01.06.25

Revision History: