



POSITION TITLE: Development Director

GRADE: S-9 (Exempt)

DEPARTMENT: Development

Reports Directly to the Mayor.

JOB SUMMARY: Provides executive leadership and supervision to a coordinated program of urban planning and development, including comprehensive planning, land use planning, housing and community and economic development. Requires the exercise of considerable discretion and independent judgement. Periodic evening meetings and over-night travel is required.

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

- 1) Plans and directs activities relating to urban planning and development programs, including assignment, scheduling, supervision, and monitoring of Department personnel;
- 2) Directs and oversees the City's Community Development Block Grant (CDBG) and HOME Partnership Programs. Parkersburg is an entitlement community and member of the Parkersburg-Wood County HOME Consortium with the U.S. Department of Housing and Urban Development
- 3) Coordinates the City's efforts, in partnership with other development officials, toward economic development relating to business recruitment, retention/expansion, and new business development;
- 4) Plans and directs all urban redevelopment/revitalization activities in conjunction with the Urban Renewal Authority, Building Enforcement Agency and other stakeholder groups;
- 5) Provides technical and professional advice and assistance to department staff, the administration, the Mayor and City Council;
- 6) Interacts extensively with the community, providing leadership in developing community and economic development strategies.
- 7) Manages and coordinates grant and loan programs funded by federal, state and local resources;
- 8) Authority to hire or fire department staff or, make suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of department staff;
- 9) Performs highly skilled work directing the day to day activities of a department staff, including professional and non-professional personnel;
- 10) Works with City staff to maintain official records of all federal and state funded projects and programs;
- 11) Acts as a voting member and/or City liaison to the following agencies: Municipal Planning Commission, Building Enforcement Agency, Mid-Ohio Valley Workforce Investment Board, Mid-Ohio Valley Regional Council, Greater Parkersburg Convention and Visitors Bureau, Downtown PKB and the Wood Washington Wirt Interstate Planning Commission.
- 12) Responsible for assisting members of City Council, developers, businesses and local organizations in developing, planning, designing, coordinating and administering programs and projects;
- 13) Collaborates extensively with City staff and Department Heads to achieve stated goals and objectives.
- 14) Creates and administers departmental policies and standard operating procedures;
- 15) Performs program evaluation in consultation with Department staff;
- 16) Prepares and/or reviews grant and loan applications;
- 17) Attends staff, council and other meetings, as required;

- 18) Prepares departmental budgets and the City's Five-Year Capital Plan and maintains budgetary controls; and
- 19) Responds to other matters and special projects as required.
- 20) Performs other related duties as assigned.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Bachelor's Degree in public administration, economic or community development, city planning or related field; progressive professional experience in the public or private sector in housing, community or economic development, city planning or a closely related field; a minimum of three years' experience in a supervisory capacity; or any equivalent combination of experience and training. A Master's Degree in related field is preferred.

Shall be appointed by the Mayor with the advice and consent of Council.