



March 19, 2018

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT DIRECTOR

TO: All Departments

Airport
Arena
Community Development
Finance
Library
Manager
Police
Public Works

Job description and specification information is attached.

Hourly wage: Level 12 \$38.51 D.O.E.

This is a **full - time position**. The position is **eligible** for City benefits.

To be considered for this position, each applicant **MUST** complete a City of Palmer application form by the closing date and time listed below. The application must be delivered to The City of Palmer, Human Resources Department, 231 W. Evergreen Avenue, Palmer, Alaska 99645. Applications must be complete and signed to be considered.

Applications will be accepted through the City.

Closing date: April 13, 2018 at 5:00 p.m.

To be posted: March 19, 2018
Distributed by: Alice Williams, HR Manager



CITY OF PALMER JOB DESCRIPTION AND SPECIFICATIONS

Job Title: Community Development Director
Department: Community Development
Reports To: City Manager
Classification: FLSA Exempt

Revision Date: 03/18
Salary Level: 12

I. General Functions;

The employee occupying this position provides leadership and management for the Department of Community Development, to include highly responsible planning and administrative activities for the City concerning planning, zoning, building inspections, code enforcement and plan and plat reviews. Responsible for planning, coordinating, supervising, and participating in the activities of a staff involved in the development of the City of Palmer current and long-range planning functions. In addition, responsible for administrative oversight of the following activities and facilities: Palmer Public Library, Palmer Ice Arena (MTA Event Center), Palmer Municipal Golf Course, Palmer Visitor Center, and the Palmer Community Center (Depot).

II. Distinguishing Characteristics:

The position is distinguished from other classifications by having full management and supervisory responsibility over the department staff. Coordinates department activities and projects with the City Manager and other City department directors to ensure the City operates in an effective, effective and economical manner.

Supervision Received:

Supervision is received from the City manager, who reviews work and assignments. Through conferences, reports, and results obtained. Considerable leeway is given for independent judgment and initiative.

Supervision Exercised:

Direct supervision is exercised over the managerial staff at the ice arena, the library, and the technical and professional staff of community development. In addition, the position provides contract oversight of the Palmer Golf Course and Palmer Museum/Visitor Center.

External Visibility/Contact:

Serves as chief spokesman for the department, communicating with the general public and community representatives individually and at public meetings. High contact with key city personnel, staff of state institutions and agencies, and the general public. Frequent contact with public, government and key service personnel. High frequency of attendance at public meetings.

Working Conditions Environment:

CITY OF PALMER
JOB DESCRIPTION AND SPECIFICATIONS-continued

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.

Work is performed generally in an office environment although some travel throughout the City is required to attend meetings and visit other City Departments. Some travel outside the City may be required on occasions and will be accomplished by vehicle and/or commercial air carrier

While performing the duties of this position, the employee is required to sit for long periods of time and to periodically stand and walk, including standing to make presentations to groups, occasionally required to stoop, kneel, or crouch, and reach with hands and arms and lift up to 25 pounds. The employee is frequently required to talk and listen to individuals and groups. The employee is required to use hands and fingers extensively to manipulate tools and equipment such as computers, pens, and telephones. Office equipment used includes computers and computer software packages, telephones, facsimile machines, photocopiers, and printers.

Specific vision abilities required by this position include those associated with reading text and computer screens, and with safe operation of a motor vehicle in daylight and darkness, and in all weather conditions.

Required to attend evening City Council meetings, Planning and Zoning Commission meetings, Board of Economic Development meetings and other related evening meetings.

Employee is considered at will and serves at the pleasure of the City Manager or the appointing authority.

III. Essential Functions and Duties;

Community Development

- Oversees the long-range planning function for the City of Palmer which includes providing technical coordination between the City and other governmental agencies, ensuring completeness and accuracy of planning data and reports, providing staff support, and performing management of the department's operation. Work is performed with independence within established statutes, regulations, and delegated guidelines.
- Demonstrates an expert understanding of the full range of modern principles and best practices specific to planning, zoning, plat review, code enforcement, building inspections and plan review and demonstrates an ability to apply that understanding in strategic planning, complex problems solving, and diverse service delivery.

CITY OF PALMER
JOB DESCRIPTION AND SPECIFICATIONS-continued

- Supervises the work of employees through the assignment of projects and review of work; provides training, guidance, and assistance, as appropriate; evaluates staff performance.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate; assist with surveying and educating the community of recreational/community services needs and programs
- Participate on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreational/community development/community planning.
- Serve as a liaison for the Community Development Department with other City departments, and outside agencies; negotiate and resolve significant and controversial issues.
- Attend City Council meetings; prepare and present staff reports and other necessary correspondence
- Prepares and monitors the department budget; oversees operations of the department
- Assist with special projects, as assigned by the City Manager.
- Perform related work as required

Library

- Meet with the Library Director on a regular basis to develop goals, objectives, policies, and priorities for the Palmer Library;
- Confer with Library Director in preparation for performance evaluations of other library personnel.

Palmer Ice Arena

- Meet with the Ice Arena Manager on a regular basis to develop goals, objectives, policies, and priorities for the Palmer Ice Arena;
- Confer with Ice Arena Manager in preparation for performance evaluations of other ice arena personnel.

Palmer Community Center

- Develop and update policies for the rental and use of the Community Center.
- Direct the scheduling and invoicing for use of the Community Center.

CITY OF PALMER
JOB DESCRIPTION AND SPECIFICATIONS-continued

Parks

- Develop and update policies and rules for the rental and use of City owned and/or operated parks and facilities
- Direct the scheduling and invoicing for use of City owned and/or operated parks.
- Serve as a liaison between the City and the public for parks and recreational activities.
- Investigate grant availability and write grant applications.
- Review and revise plans and operating procedures of a diversified recreation program.
- Establish and maintain effective working relationships with city personnel, community organizations, youth sports groups, school and civic organizations, local media, vendors, and the general public.
- Coordinate scheduling for the sports fields.

Palmer Municipal Golf Course

- Develop, publish, review, award and oversee contract for the operation of the Palmer Municipal Golf Course
- Meet regularly with Golf Course Manager to review operations at the Palmer Golf Course and develop list of capital improvement projects;

Palmer Visitor Center

- Develop, publish, review, award and oversee contract for the operation of the Palmer Visitor Center and Museum
- Meet regularly with Visitor Center Manager and Museum Director to review operations at the Palmer Visitor Center and Museum and develop list of capital improvement projects;

IV. Knowledge, Skills, Experience, And Personal Qualifications

- Minimum: Bachelors' degree from an accredited college or university in Urban Planning, Business Management, Public Administration, Engineering or related field. 4 years management experience in planning or community development/services may be substituted for educational experience.
- Preferred: Master's Degree from an accredited college or university in Business Management, Public Administration, Engineering or related field.
- Preferred: American Institute of Certified Planners (AICP) certification
- Required: Minimum of five years' work experience in business management or government operations with at least two years of supervisory experience.
- Knowledge of planning principles, techniques and the socio-economic and legal implications of planning.

CITY OF PALMER
JOB DESCRIPTION AND SPECIFICATIONS-continued

- Understand applicable provisions of federal, state and local laws and ordinances and the ability to apply that understanding in solving complex problems affecting the City and department operations.
- Knowledge of statistical analysis, forecasting, and data gathering techniques and procedures related to urban, regional, and community planning.
- Knowledge of site planning and the public input process associated with land use planning.
- Ability to expertly plan and manage multiple projects that have high level of community impact and may have changing priorities.
- Ability to identify complex risk and liability implications involved in planning policy development and to successfully reduce the City's risk exposure.
- Knowledge of public libraries and activities.
- Knowledge of parks and recreation activities.
- Considerable experience working with computers required.
- Knowledge of budgetary and accounting processes
- Ability to organize activities and tasks in an efficient and effective manner.
- Ability to perform word processing at a high level of proficiency; ability to use other software as required by the position.
- Ability to comprehend and execute oral or written instructions and to apply guidelines to varied situations.
- Ability to establish effective working relationships, express ideas, and convey information effectively, both orally and in writing.
- Ability to meet and deal with the public and others in a pleasant, tactful and courteous manner.
- Ability to accurately and effectively prepare and maintain records, reports, and forms.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

Initials

Date

Employee Received: _____

CITY OF PALMER
JOB DESCRIPTION AND SPECIFICATIONS-continued

Approved:

Director: _____

HR:

City Manager: