SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Community Development Director

Revision Date: 1/01
EEO Function: Exempt
Status: Exempt (Executive)
Control No: 20650

II. Summary Statement of Overall Purpose/Goal of Position:

Under the strategic direction of the City Administrator and Mayor, supervises and directs the Community Development Department which includes responsibility for the physical and economic development of the City.

III. Essential Duties

- Hire, train, motivate, evaluate, discipline and direct the work of Department Division Heads and other staff.
- Coordinate and act as development, building, and zoning liaison with Mayor, Cabinet, City Council, Board of Adjustments and Planning Commission.
- Prepare, administer, and interpret City Development Code, including zoning, subdivision, sign, and other ordinances.
- Handle public inquiries on Department matters including the general plan, zoning, development review, staff interpretation of Development Code.
- Prepare agendas and conduct various meetings, ie., development meetings, staff meetings, public meetings, etc.
- Supervise the preparation and administration of department budget including time sheet sign-offs, budget requests, invoice handling, etc.
- Participate actively on various boards and committees including Chamber of Commerce, Economic Development Council, Exchange Club, Sandy Pride, etc.
- Oversee the collection and filing of data on City demographics, building statistics and GIS mapping.

IV. Marginal Duties

- Perform field work and on-site inspections of development sites to ensure development and building compliance with codes.
- Prepare written correspondence and verbal communication to various interests involved with Department issues.
- Perform other duties as necessary.

V. Qualifications:

**Education**: Bachelors degree in urban planning, geography, public administration, or related field; valid Utah Drivers License required.

**Experience**: Ten years employment in planning or related field, including four years of supervisory and municipal administration experience; may substitute up to two years additional education for two years required experience, except supervisory experience.

**Knowledge of**: Principles of management and budgeting; principles and practices of community development, local government operation and structures; urban planning and design; transportation; strategic planning; annexation; site plan review; economic development; historical preservation; housing; redevelopment; capital improvement planning; State land use law; City ordinances; GIS and map reading

and interpretation; principles of public relations; uniform building code and code enforcement practices.

**Responsibility for**: Making decisions that affect the community for many years to come; great responsibility for the care, condition, and use of materials, equipment, money, etc; great responsibility for making decisions affecting the activities of people- what to do, when to do it and how; great responsibility for supervision of division heads and other staff members.

**Communication Skills**: Glean relevant information and inform personnel and the public regarding City ordinances and procedures; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; frequent contacts with executives on matters requiring detailed explanations and instructions.

**Tool, Machine, Equipment Operation**: Frequent use of a personal computer and business calculator; regular use of a cellular phone and copy machine.

**Analytical Ability**: Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creative design and implementation of various City policies and programs; creative solutions to complex development problems.

VI. Working Conditions:

Regular pressure and fatigue are present in this position due to great exposure to stressful situations and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any