



NATURE OF WORK

Under the direction of the City Manager the Community Development Director is responsible for planning, organizing and directing all activities and staff related to the City's community development functions including building plans review & inspection, code compliance, floodplain management, current & long range planning, site planning & economic development, and other related aspects of development, for the Planning and Development, Code Enforcement, Building Inspection, and Plan Review sections of the Department.



The position also involves responsibility for planning, organizing, directing, and participating in such diverse activities as home improvement loan programs, CDBG programs, Streetscape and other improvement programs and landmark initiatives. Work also involves responsibility for evaluating and developing City housing strategies for Council consideration. Work involves advising the City Manager, Council and citizen commissions on housing, and directing diversified assisted and affordable housing programs and housing counseling. General services are also provided by the position for housing maintenance, property restoration, occupancy services, and program planning and development. Incumbent also serves as the Director of the Ferguson Neighborhood Improvement Program. This position will also be involved in comprehensive and community planning projects, day-to-day planning and zoning tasks/inquiries, and developing/implementing a business retention program. *(It is anticipated that the responsibilities in this section will be undertaken by a coordinator at a later date.)*

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Plans and reviews work relating to the department's budget.
2. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality and seamless customer service.
3. Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
4. Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
5. Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget. Provides leadership, guidance, technical advice, professional opinion, information, research, and support regarding community development, building, development engineering, planning, floodplain, and related topics to the City Manager, City Council, City Boards and Commissions, other organizations, and the public at large.





6. Performs presentations, facilitates meetings and workshops, participates in committees, working groups and task forces, and represent the Community Development Department and the City of Ferguson regarding topics and issues related to the various aspects of the Community Development Department.
7. Assists the public, development community, other City departments and agencies, other jurisdictions, State and federal agencies, and other entities with planning and development/code enforcement/building inspection related information, and problem mediation and resolution.
8. Aids and supports, as needed and requested, to the City Manager, other City departments and agencies, and the City Council regarding complex issues, opportunities, and problems facing the City, its departments and agencies, and the public.
9. Contributes to the efficiency and effectiveness of the Department's service to its customers by offering suggestions and directing or participating as an active member of a team.
10. Represents the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
11. Performs such additional duties as may, from time to time, be directed by the City Manager.

OTHER JOB FUNCTIONS

1. Administers the City's various housing programs; seeks local state or federal funds; writes and administers state and local grants including the CDBG program; develops program guidelines that are consistent with HUD and other funding partner regulations.
2. Plans, organizes, and evaluates various housing operations to effectively mobilize the City's resources for providing and improving the housing of its citizens; directs studies and prepares recommendations about program development.
3. Works with neighborhood and community organizations to facilitate housing development and stabilization.
4. Acts as liaison to state, county and federal organizations such as the St. Louis County Office of Community Development, HUD, etc.; monitors housing program participation and reviews audits; monitors construction and public improvement contracts.
5. Consults with other governmental officials about the operation of housing and development programs.
6. Negotiates resolutions of problems and contractual agreements, both internal and external to the organization.
7. Provide guidance on day to day tasks and inquiries of the Department sections.
8. Coordinates the City's Property Restoration, and Side lot programs, as well as the Vacant Building Registry.
9. Facilitates a business retention program for the City.
10. Performs related duties as assigned.



QUALIFICATIONS

- ✓ Graduation from an accredited four-year college or university with major course work in urban or regional planning, public administration, or related field; a master's degree is preferred.
- ✓ At least five (5) years of managerial level experience in urban housing, regional planning and urban development, code enforcement, building and site plan review, or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills:
- ✓ Comprehensive knowledge of federal, state and municipal regulations for the administration of low-income housing programs and various other state and or federal housing programs.
- ✓ Considerable knowledge of the principles and practices of state and federal community development programs, including urban housing, community improvements, employment, retention and attraction of businesses, and financial tools available to municipalities to foster economic development.
- ✓ Considerable knowledge of the principles and practices of urban development and housing management.
- ✓ Considerable knowledge of the principles and practices of code enforcement, property inspection, and building/site plan review.
- ✓ Considerable knowledge of the principles and practices of community programs and organizations.
- ✓ Knowledge of the principles and practices of public administration.
- ✓ Considerable knowledge of urban planning and zoning, particularly in inner ring suburbs.
- ✓ Knowledge of the principles and practices of municipal organization and administration.
- ✓ Ability to interpret and understand community housing needs and problems.
- ✓ Ability to communicate orally with co-workers, customers, clients, and the public using a telephone and in-group and face-to-face, one-on-one settings.
- ✓ Ability to comprehend and make inferences from reports, meetings and other materials.
- ✓ Ability to produce written documents and reports.
- ✓ Ability to comprehend complex urban planning problems, to identify alternative solutions, and to prepare appropriate recommendations.
- ✓ Ability to establish and maintain effective working relationships with public officials, developers, other City employees, and the public.
- ✓ Ability to research and analyze data with minimal direction.
- ✓ Ability to prepare clear and concise reports on technical subjects.
- ✓ Ability to prioritize and follow through on multiple tasks.
- ✓ Ability to communicate orally and in writing with a wide variety of individuals, groups, and businesses.
- ✓ Proficiency with computer applications, including Adobe, Excel, Access, GIS, OpenGov, Innoprise, and CoStar, as well as internet searching and data sourcing.