



## City of Horace

600 Nelson Drive  
Horace, ND 58047  
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### Job Description

Position: Community Development Director  
Reports To: City Administrator  
FLSA Status: Exempt  
Department: Administration  
Location: Horace, ND  
Approved: June 20, 2018

### Summary of Position

Plan, direct, manage, and oversee city planning, economic development, and code enforcement/building inspection activities.

#### SUPERVISION RECEIVED AND EXERCISED

- Receives general administrative direction from the City Administrator
- Exercises direct supervision over department staff

### Essential Functions

Essential functions, as defined under the American's with Disabilities Act, may include any of the following duties, knowledge, and skills. This is not a comprehensive listing of functions and duties performed by incumbents of this class; incumbents may be assigned duties which are not listed below. Reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

*Essential responsibilities and duties may include, but are not limited to, the following:*

- Prepare and update planning studies or the Comprehensive Plan to include neighborhood, district and sustainability plans as needed.
- Manage and oversee major activities and special projects related to long-range and sustainability planning efforts.
- Coordinate with other governmental entities, organizations, and stakeholder groups on planning projects.
- Process and analyze proposals for zoning text and map amendments, land development, Conditional Use Permits, subdivision plats and regulation amendments, and provide and present recommendations related to long-range planning goals, objectives, projects, and the Comprehensive Plan.
- Summarize information from maps, graphs, reports, and field studies to compile, prepare and illustrate long-range planning studies, census information, and special projects.
- Present and assist in facilitation of planning commission meetings.
- Manage long-range planning efforts with other governmental jurisdictions.
- Enforce zoning and subdivision regulations.
- Research planning topics, local ordinances, and state statutes.
- Utilize GIS in performing both simple and complex spatial analyses and mapping applications.
- Prepare City Council legislations, such as ordinances and resolutions, related to both planning and economic development matters; develop and revise applicable City codes, policies, procedures and projects as assigned.
- Represent the city planning department to other departments, elected officials, and outside agencies; present to

- various governmental bodies and citizen committees and groups.
- Coordinate engagement and participation of public and various stakeholder and neighborhood groups for planning projects.
  - Coordinate long-range planning efforts with City departments and other planning entities within the City and County.
  - Respond to inquiries from and interact with stakeholders and general public regarding economic development, planning and zoning policies and regulations.
  - Supervise staff to insure the coordination and completion of work in support of department and staff goals, objectives, and priorities.
  - Plan and evaluate the work of department staff to include monitoring, directing and coaching the development of performance; implement performance improvement plans, discipline or deficiency corrections to include taking disciplinary action up to and including termination in accordance with personnel policies and procedures.
  - Performs other related duties as assigned.

## **Essential Knowledge, Skills, and Abilities**

### *KNOWLEDGE*

- Knowledge of operations, services and activities of comprehensive municipal planning.
- Knowledge of principles and practices of city planning, site planning, design, regulation, implementation, program development, administration and enforcement.
- Knowledge of economic development incentives and financing tools.
- Knowledge of land use development.
- Knowledge of principles of supervision, training, and performance evaluation.

### *SKILLS*

- Skilled in communicating clearly and concisely, both orally and in writing.
- Skilled in establishing and maintaining effective working relationships with those contacted in the course of work.
- Skilled in managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Skilled in interpreting an extensive array of information and variables.
- Skilled in negotiation and administering comprehensive development agreements.
- Skilled in statistical analytics, economics, economic development, organizational and time management, and problem-solving.

### *ABILITIES*

- Ability to use initiative, discretion, and judgment within established procedural guidelines.
- Ability to interpret planning and zoning programs to the general public.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to solve complex planning problems.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to apply appropriate guidelines, either specific or general, to the appropriate duty.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to interpret and apply Federal, State, environmental and local policies, laws, ordinances, and regulations.

## **Requirements**

*Requirements are representative of the minimum knowledge, skills, and competencies. To perform this job, worker must possess the abilities and aptitude to perform the position duties proficiently with or without reasonable accommodation.*

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in architecture, urban planning, urban design, landscape architecture, public administration, geography, community development, sustainability, or related field
- Three (3) to five (5) years of experience in city planning, economic and community development or related experience required; appropriate combination of related education and work experience may be considered.

- Demonstrated success in building collaborative relationships and synergy with organizations, governmental entities, and stakeholder groups in support of city planning, and development goals.
- Experiencing interpreting and applying laws, statutes and/or ordinances governing planning, zoning, building and economic development.
- Demonstrated success with applying the principles, practices and techniques of planning and development, zoning, urban design, and sustainability to include local resources.
- Experience in interpreting legal descriptions of land.
- Experience in preparing and presenting written and oral reports, documents, design plans, sections, elevations and perspectives.
- Strong time and multi-project management skills in a collaborative work environment with others; and strong work ethics.
- Proficient in MS Word, Outlook, Excel, and PowerPoint.

#### PREFERRED QUALIFICATIONS

- Master's degree in architecture, urban planning, urban design, landscape architecture, public administration, geography, community development, sustainability, or related field
- American Institute of Certified Planners (AICP) certification or the ability to acquire.
- Geographic Information Systems (GIS) software programs.

#### Other Requirements

- Possession of or ability to obtain a valid driver's license.
- Employment contingent upon successful background check and drug screen.

#### Environmental and Physical Conditions

- Standard office environment; travel from site to site; works with computers.
- Essential and marginal functions require maintaining physical condition necessary for standing, or sitting for prolonged periods of time.
- May be required to perform a full range of motion with lifting and/or carrying items weighing up to 20 pounds.

*The City of Horace, ND is committed to a diverse workforce and is an Equal Opportunity Employer. Individuals with disabilities who require a reasonable accommodation in the application process should call 701-492-2972. We consider applications for all positions without regard to race, gender, creed, religion, sexual orientation, national or ethnic origin, or any other legally protected status. The City of Horace, ND is not seeking assistance or accepting unsolicited resumes from search firms/agencies for this employment opportunity unless contracted with the Staffing Department. Agencies must work directly with Staffing as the primary point of contact and follow the City of Horace application process to be considered for business. Regardless of past practice, all resumes submitted by search firms to any employee at City of Horace via-email, the internet or directly to hiring managers at the City of Horace in any form without a valid written agreement in place will be deemed the sole property of the City of Horace, ND, and no fee will be paid in the event the candidate is hired by the City of Horace, ND as a result of the referral or through other means.*