**Job Description**

This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of Community Development for the City of John Day. The Director of Community Development is a full-time management, overtime exempt employee. Successful candidate will have a broad background in urban planning, community development, and economic development principles, and a strong track record of success in managing multiple projects and programs simultaneously. The ideal candidate will be a strong project manager with full life cycle experience. Experience working with engineers and architects on multiple projects and the ability to understand and design technical plans, blueprints, and models is essential for this position. The Director is responsible for administration of all city planning functions and staff. Director also oversees implementation of the John Day Urban Renewal Agency. The Director shall make recommendations to the City Manager and John Day Planning Commission in conjunction with City programs and policies related to development and planning. The Director of Community Development reports to the City Manager.

**Essential Duties**

* Coordinates and implements goals and programs that promote the growth and retention of a vital economy within the City
* Coordinates, implements and supports the Planning Commission and John Day Urban Renewal Agency board of directors’ efforts to proactively address urban planning issues within the City
* Develops, maintains and updates the City’s Comprehensive Plan, Community Investment Strategy, and long and short range planning goals
* Creates and maintains an inventory of vacancies in commercial and industrial properties in the community and develops strategies to decrease vacancy rates within the City
* Develops and coordinates economic development marketing strategies and activities and creates promotional materials
* Works with private businesses, non-profits and public agencies to enhance the economic viability within the community
* Oversees work and coordinates meetings of the City’s community advisory committees; meets with various community organizations to discuss and to solicit input regarding capital improvement projects
* Prepares informational reports and exhibits for advisory committees, city council and planning commission
* Develops and implements the City’s asset management strategy to maintain existing assets at desired levels
* Maintains the City’s capital improvement plan (CIP) and manages capital improvement projects as assigned
* Enforces the Zoning and Building Codes and introduces amendments as needed
* Involved in various aspects of all new construction taking place in the City, with responsibility for project design, construction administration, and infrastructure inspection of all the city's newly constructed facilities, as well as park planning and development
* Schedules, monitors, and supervises the work activities for the department, which includes reviewing park designs, cost estimates, construction and bidding documents, bid award recommendations, and change orders
* Oversees design work performed by consultants for large scale capital improvements, including the design process and plan reviews
* Coordinates project planning and capital improvements with various regulatory agencies to ensure regulatory compliance
* Develops and writes grant applications to secure grant funding for capital improvement projects
* Prepares requests for bids and solicits, evaluates, and recommends professional services consultants for planning, design, and implementation of projects
* Oversees City’s planning and project/program management staff
* Performs related duties as assigned

**Education**

A Bachelor’s Degree from a four-year college or university is required, preferably with a major in Urban Planning, Architecture, Public Administration, Construction and Engineering Management, or related field. Master’s Degree is highly desirable. At least five years of responsible managerial, administrative, and supervisory experience in Community Development or related Project Management activities. Membership in the American Institute of Certified Planners (AICP) is preferred but not required.

**Salary**

Range 9 = $58,176 to $78,192