**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 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 entrepreneurial experience on multiple projects and the ability to understand and design programs and policies. 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, John Day Urban Renewal Agency, Grant County Chamber of Commerce and Airport Industrial Park Review Committee efforts to proactively address urban planning issues within the City
* Develops, maintains and updates the City’s Comprehensive Plan, Development Code, Main Street Revitalization Strategy and long and short range community planning goals
* Manages the City’s Main Street Revitalization Program
* Implements and manages the Certified Local Government Program to preserve, protect, and increase awareness of our unique cultural heritage
* 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 community development marketing strategies, events and activities and creates promotional materials
* Works with private businesses, non-profits and public agencies to enhance the economic vitality 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, urban renewal agency and planning commission boards
* Involved in various aspects of all new construction taking place in the City, with responsibility for coordinating project designs and with regional strategies and community development priorities, including park planning, public art and public/open spaces
* Supervises Planning and Community Development Department staff
* Performs related/additional duties as assigned