



CITY OF **JOHN DAY**

Job Description: ***Community Development Director /*** ***Deputy City Manager***

The job description does not constitute an employment agreement between the City and employee and is subject to change.

REPORTS TO: City Manager

DEPARTMENT: Administration

FLSA: Full-Time, Exempt

BARGAIN UNIT: N/A

PAY RANGE: Range 10 (\$64,620 to \$86,856)

GENERAL POSITION SUMMARY

This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of the Community Development Department and the City's administrative activities as the Deputy City Manager. The CDD/DCM plans, oversees and directs the activities of all City departments, through subordinate department managers and others, including a diverse team of contractors, consultants and non-profit partners. Successful candidates will have a broad background in public sector management and economic development principles with 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 and the ability to understand and design programs and policies. The CDD/DCM is a new position that will be directly responsible for administration of several new entrepreneurship and venture capital programs and projects, including the Ford Family Foundation's Growing Rural Oregon (GRO) program, overseeing the work of the Oregon Regional Accelerator and Innovation Network (Oregon RAIN) in John Day, and various civic entrepreneurship ventures, including the City's Agribusiness Co-operative and housing/land development incentive programs. The CDD/DCM assists the City Manager in managing a \$25 million grants portfolio for the City of John Day to ensure compliance with local, state and federal regulations. The CDD/DCM also oversees implementation of the John Day City's planning department functions and the John Day Urban Renewal Agency. The position is responsible for community engagement at the grass roots level on multiple large-scale capital improvement projects. The CDD/DCM shall make policy and staff recommendations to the City Manager and John Day Urban Renewal Agency board of directors in conjunction with city programs and policies related to development and planning of 115 new home sites in two master planned developments. The CDD/DCM reports to the City Manager and will be responsible for managing the City and City staff in the City Manager's absence.

DUTIES, RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following examples of duties and responsibilities do not encompass all job requirements.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Coordinates and implements goals and programs that promote the growth and retention of a vital economy within the City, including land use review/site design review and other planning functions.
2. Coordinates, implements and supports the programs and activities of the John Day Urban Renewal Agency, Community Development Fund, Planning Department functions, and various capital improvement projects to proactively implement urban planning and economic development initiatives.
3. Develops, maintains and updates the City's tourism initiatives, Main Street Revitalization Strategy, along with short and long range community planning goals.
4. Manages the City's Main Street Revitalization Program and Transient Lodging Tax.
5. Implements and manages the Certified Local Government Program to preserve, protect, and increase awareness of our unique cultural heritage

6. 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.
7. Develops and coordinates community development marketing strategies, events and activities.
8. Works with private businesses, non-profits and public agencies to enhance the vitality within the community.
9. Oversees work and coordinates meetings of the City's community advisory committees; meets with community organizations to discuss and to solicit input regarding capital improvement projects.
10. Prepares financial reports and exhibits for advisory committees, city council, urban renewal agency and planning commission boards.
11. Involved in various aspects of all new construction taking place in the city, with responsibility for coordinating project designs with regional strategies and community development priorities, including park planning, public art and public/open spaces.
12. Supervises Planning and Community Development Department staff and acts as the City Manager in the City Manager's absence.
13. Organize and archive public records created in the performance of duties.
14. Performs related/additional duties as assigned.

NON-ESSENTIAL FUNCTIONS:

1. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, participating as a member of professional societies, and meeting with others in areas of responsibility.
2. Maintain work areas in a clean and orderly manner.
3. Driving.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Broad knowledge of municipal government organizations, power and functions.
2. Improve, expand, and maintain inter- and intra-governmental relationships.
3. Principles and practices of public administration, public sector finance, personnel and program management.
4. Outstanding leader and manager, possessing a high level of personal integrity and transparency.
5. Experience in and commitment to citizen engagement in the public policies and processes utilized by their local government.
6. Ability to motivate and encourage high performance in employees.
7. Excellent communication skills, both oral and written.

CONFIDENTIALLY:

Responsible to develop or present management positions on financial matters that normally require access to confidential information that contributes significantly to the development of management positions on collective bargaining.

PUBLIC INTERACTION:

Most duties of this classification involve working with community leaders, department heads of the City, and the general public.

SUPERVISORY RESPONSIBILITY:

Responsible for all City employees, directly or through subordinate department heads, between 15-30 staff.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

1. Bachelor's degree or related equivalent experience. Major: Business or Public Administration or related field.
2. Master's degree/Ph.D. Area: Public Administration, Business Administration or related field is desirable but not required.
3. At least ten year(s) experience in financial management of projects and programs valued at greater than \$1 million.
4. Must possess a valid driver's license from Oregon State, be bondable, and reside within 20 miles of the John Day city limits.

PHYSICAL REQUIREMENTS

FREQUENCY DEFINITIONS:

- (N) Never: Not required and not done on the job.
 (R) Rare: May be required on a very infrequent basis; may occur 1 - 5 per day; less than 1% of shift.
 (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
 (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
 (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS:						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	
WORKING CONDITIONS CONTINUED:						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
MATERIALS AND EQUIPMENT USED:						
N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Computer/laptop	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input type="checkbox"/> personal <input type="checkbox"/>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
PHYSICAL DEMANDS:						
N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 10 Avg. 5 lbs.) with assistive equipment? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pushing (Max. 10 Avg. 5 lbs.)	

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pulling (Max. 10 Avg. 5 lbs.)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 3ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Balancing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wrist motion	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Speaking	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing	
PHYSICAL DEMANDS CONTINUED:						
N	R	O	F	C	Physical Requirement	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

APPROVALS:

Employee Approval/Date

Employee Approval/Date

Department Head Approval/Date

Administration Approval/Date