

CITY OF BELLBROOK

JOB DESCRIPTION

Title: Community Development Administrator
Department: Administration
Status: Non-Exempt
Effective Date: September 1, 2021

Job Summary

Performs administrative and functional duties to ensure the integrity, efficiency and quality of operations for the City's Planning, Zoning and Code Enforcement functions. The position will also manage projects identified in the budget process and coordinate volunteers, seasonal employees and other workers in performing various tasks and functions for planning and zoning. Performs other special projects as assigned by the City Manager.

Supervision

This position is appointed by the City Manager with supervision by the City Manager.

ESSENTIAL DUTIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- It is the responsibility of every employee to represent the City of Bellbrook by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating all relevant equipment, systems and motor vehicles safely, ethically and legally while on City business.
- Evaluates the adequacy of the existing Zoning Code and comprehensive plan to facilitate implementation of both; establish/implement operating policies and procedures; makes recommendations for updates and changes.
- Prepares, reviews, analyzes and presents performance measures for planning and zoning operations including short- and long-term goals.
- Coordinates with other City departments for assignment and use of resources to meet planning and zoning goals and operational objectives.
- Prepares and oversees contracts, reports, records and files; coordinates work with City Manager and other departments preparing reports.
- Completes grant applications; prepares requests for proposals

- Meets with community and business groups to establish partnerships; educate and garner support for projects and initiatives.
- Administers and interprets the city's zoning ordinance and property maintenance code.
- Confers with property owners, public officials and civic leaders concerning zoning, property maintenance and other special planning issues.
- Plans, coordinates, and reviews professional engineering work in the areas of development review, permits and records, subdivisions, public works water inspection and utility standards review.
- Confers with the City Manager, City Council, governmental agencies, regulatory boards and various public groups on proposed projects and improvements.
- Monitors relevant developments in municipal planning and zoning, evaluates their impact on city operations, and implements policy and procedure improvements.
- Administers permitting processes for the city.
- Performs code enforcement duties to ensure proper compliance of the property maintenance code
- Attends and advises the Planning Board, Board of Zoning Appeals/Property Review Commission and Village Review Board meetings as well as City Council and any community meetings as required.
- Represents the City at various area planning organization meetings
- Answers incoming telephone calls, as well as greet and assist visitors to the Administration office.

MINIMUM REQUIREMENTS:

Bachelor's degree in Planning or Public Administration or related field preferred; or two minimum of two years' experience in municipal planning and zoning, or any combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Knowledge and Skills Required:

- Knowledge of the principles and practices of municipal planning, zoning, development, and local government.
- Knowledge of land use planning, zoning concepts, and regulations.
- Knowledge of applicable Federal, State, City, and other local ordinances and regulations affecting planning and zoning operations.
- Knowledge of general city operations.
- Knowledge of marketing and/or public outreach principles

Ability to:

- Prepare a variety of reports
- Compile and analyze data
- Monitor budgets
- Coordinate program activities
- Speak to and make presentations in public settings
- Conduct outreach activities
- Group facilitation
- Prioritize tasks and manage time
- Assess the consequences and outcomes of process administration
- Interpret and execute regulations, policies and procedures
- Build strong relationships between the business community and the city
- Demonstrate independent problem solving and decision making
- Computer software including word processing, spreadsheet and database applications
- Identify tasks, methods, materials, equipment, and safety procedures utilized in the proper execution of activities.
- Perform the duties and responsibilities in a variety of diverse work areas in a safe manner.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, the public, and consultants.
- Learn new technology and effectively apply the technology to the job situation.
- Work independently.
- Make appropriate decisions about available options.
- Plan and lead less experienced employees in the completion of various projects.
- Work well in a team environment

PERFORMANCE APTITUDES:

Physical Ability: Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation. Tasks may involve physical inspections of properties and projects including measurements, plan review and navigation of job and construction sites.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity. Demonstrated ability to perform complex and multiple tasks in a rapidly changing, fast-paced environment; ability to organize work and prioritize to meet formal deadlines with continuous interruptions; strong analytical skills.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Excellent oral communication skills; excellent written communication skills; ability to exercise good judgment, tact and diplomacy; ability to focus and maintain strong morale in the community; demonstrated ability in respecting and understanding varying cultural and socio-economic backgrounds. Proven ability building, developing and maintaining constructive and cooperative relationships with key stakeholders; demonstrated experience working with changing levels of expectation and tight deadlines.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Employee: _____ Date_____

City Manager: _____ Date_____