



37.5	Community Development Director	Job Description	
<b>Direct Report</b>	Assistant Town Manager, Public Services	Grade	J \$73,706 - \$91,644
<b>Department</b>	Public Services	FLSA	Exempt
<b>Division</b>	Community Development	Bargaining Unit	Non- Union
<b>Date</b>	July 2015	Location	Town Hall

### Summary

Serves as the Community Development Director and Assistant Department Head for Public Services. Performs a variety of administrative and technical work. Oversees four divisions: Building; Planning; Conservation and Historical. Administers day-to-day and long range land use and community planning efforts. Implements planning strategies identified in adopted plans. Assists the Department Head with daily administrative duties related to department operations. Assists Town boards as needed including the Community Planning and Development Commission (CPDC).

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and executes projects related to master planning, land use, downtown revitalization, zoning, parking/traffic/transportation, economic development, affordable housing, energy, and as assigned by the Assistant Town Manager, Public Services.
2. Assists with daily administrative duties related to department activities including payroll, bill-roll, deposits, and budgets. Serves as secondary representation for departmental meetings as needed. Troubleshoots with staff on personnel issues and customer complaints.
3. Performs technical review of plans and proposals submitted to ensure compliance with zoning and other local by-laws and ordinances and to ensure consistency with the Town Master Plan and other plans.
4. Coordinates Development Review Team (DRT) meetings with Town staff. Coordinates the technical review of development projects and advises applicants/developers on the permitting procedures for Site Plan Review, Subdivision Control, and Sign Review. Provides information and direction to project proponents and issues project related technical memoranda.
5. Provides professional planning and land use opinions as required.
6. Serves as a member of the Metropolitan Area Planning Council, North Suburban regional planning task force.
7. Responds to local citizens inquiring about planning and zoning regulations and bylaws. Interprets as required.
8. Prepares and writes grant applications including geographic, maps, plats, site plans, etc.
9. Develops and maintains a database of information for project planning purposes.
10. Assists in the preparation and maintenance of reports, maps, records, and files in support of planning operations. Prepares study maps, sketches, charts, and graphs for presentation of material related to planning activities.
11. Works with the CPDC to develop and draft new zoning language that will advance the goals identified in various land use plans. Works as part of a team to implement key aspects of the Town's Master Plan and the Town Manager's Goals.
12. Assists with the management of the departmental budget. Approves requisition and purchase orders.
13. Prepares reports for both internal and external purposes. Submits reports to the Massachusetts Department of Housing and Community Development as required.
14. Reviews Building Permit applications to ensure compliance with CPDC and other approvals.
15. Collaborates with other Department and Town staff as needed to address ongoing issues related to infrastructure, zoning, conservation, and development as they relate to Site Plan Review or planning activities.

### Peripheral Duties

1. Serves as a member of various staff committees as assigned.
2. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
3. Performs other duties and works on special projects as assigned or directed



## Community Development Director, Cont.

### Supervisory Responsibility

Provides direct supervision of Conservation Administrator, Building Staff, Regional Housing Services staff and planning interns. Supervisory responsibilities include assigning work and evaluating performance.

### Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Communication Proficiency	Problem Solving	Supervision
Technical Expertise/Knowledge	Discernment/Judgment	Negotiation
Commitment to Safety	Resource Management	Planning & Organizing

### Work Environment

The majority of work is performed in an office environment. Some outdoor work is required in the inspection of various land use developments and construction sites, and involves exposure to all weather conditions, wet and/or humid conditions, and occasionally to fumes and/or airborne particles. The noise level is usually quiet in the office and moderate in the field.

### Physical Demands

While performing the duties of this job, the employee is occasionally is required to talk, hear, sit, use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand, walk, and operate a motor vehicle. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input, and the operation of equipment. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus for reading and viewing maps, blueprints, and other material for analytical purposes.

### Work Hours

This is a full time position with typical 37.5 hours per week, Monday, Wednesday, Thursday 7:30 AM to 5:00, Tuesday 7:30 AM to 7:00 PM and occasional night meetings are involved.

### Minimum Qualifications

1. Graduation from an accredited four-year college or university with a Bachelor's Degree in land-use planning, urban planning, landscape architecture, or a closely related field (Master's Degree preferred); and
2. Minimum of three (3) years of progressively responsible experience in municipal planning; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

### Special Requirements

1. Must possess and maintain a valid State driver's license or have the ability to obtain one prior to employment.

### Additional Knowledge, Skills and Abilities

1. Extensive knowledge of planning programs and processes; knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement;
2. Ability to analyze complex issues and to develop relevant and realistic plans, programs, and recommendations;
3. Ability to communicate effectively orally and in writing;



## Community Development Director, Cont.

4. Ability to establish and maintain effective working relationships with architects, contractors, developers, owners, supervisors, Town employees, and the general public; ability to resolve conflict and provide excellent customer service;
5. Excellent organizational, time management, and multi-tasking skills; ability to meet deadlines and work within considerable time pressure;
6. Skill in the operation of computers and assigned software, including Microsoft Office and GIS applications;
7. Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

### **Signatures**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_