

TITLE: Community Development Director Grade 25

CD/1

DEPARTMENT: Community Development, City of Franklin

JOB SUMMARY: This position is responsible for directing the City of Franklin's community development, planning, and code enforcement program.

MAJOR DUTIES:

- o Develops and directs the implementation of goals, objectives, policies and procedures, and work standards for the Community Development Department.
- o Plans, organizes, evaluates, and directs the full range of activities within the Community Development Department including planning, zoning, code enforcement, administration of the Virginia Uniform Statewide Building Code, the Virginia Erosion and Sediment Control Standards, the Virginia Stormwater Management Program, and FEMA's Community Rating System (CRS) program.
- o Implements and maintains Council-adopted plans for the City.
- o Serves as zoning administrator, subdivision agent, and CRS manager for the City.
- o Serve as the floodplain manager who is the principal community administrator in the daily implementation of the City's flood loss reduction activities including enforcing the community's floodplain ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). The floodplain manager will:
 - Issue permits for development in the City's floodplain and enforce the requirements of the community Floodplain Ordinance.
 - Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
 - Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).
 - Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the City's floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), elevation certificates (with original signature and seal).
 - Maintain the Community Floodplain Management Reference Library.
 - Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others.
 - Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination.

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- In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the City's chief administrative officer.
- o Reviews site plans and subdivision plans and coordinates with other departments for compliance with regulations.
- o Advises the City Manager, City Attorney, and the Planning Commission regarding planning and development matters.
- o Directs the development, preparation, and maintenance of all comprehensive plans, feasibility studies, and other plans and studies as directed by the City Manager.
- o Programs and directs a comprehensive current and advanced planning program for the City.
- o Provides public information on planning, zoning, and developmental standards and requirements.
- o Meets with developers and their agents for coordination of proposed projects and enforcement of applicable design standards.
- o Consults with officials of the City, state, and federal government in order to coordinate all phases of planning and community development.
- o Administers the Department of Housing and Community Development Community Development Block Grant Program, the HOME Program, the Litter Control Grant, and the Urban and Community Forestry Assistance Grants in accordance with federal guidelines.
- o Administers the Neighborhood Enhancement Grant Program, the Neighborhood Block Organizing Program, and the Adopt-a-Spot/Street Program.
- o Coordinates and oversees the contractual activities of paid consultants.
- o Ensures the administration of assistance programs for the renovation of existing housing.
- o Identifies funding needs and sources of funding for new and existing programs and services.
- o Serves as liaison between various boards, commissions, agencies, and committees concerned with land use and community development issues; provides information and policy recommendations when necessary.

- o Serves as staff advisor to the Planning Commission, the Board of Zoning Appeals, the Beautification Commission, and departments on planning and development matters.
- o Confers with and provides professional assistance to City departments on community development matters.
- o Prepares clear, concise, and competent reports and correspondence in areas relating to land use issues.
- o Evaluates the performance of subordinates; counsels employees.
- o Prepares the annual budget request and monitors expenditures for inspections, planning and community development, Board of Zoning Appeals, and Beautification Commission.
- o Conducts and oversees damage assessment in accordance with the City's Emergency Operations Plan and unsafe building determinations.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles and practices of construction, engineering, planning, and community development.
- o Knowledge of economics, municipal finance, and sociology as they apply to planning and community development.
- o Knowledge of current literature and recent developments in the field of planning.
- o Knowledge of general management principles, practices, theories, and methods.
- o Knowledge of grant acquisitions and administration guidelines.
- o Knowledge of personal computers for use in word processing, electronic communications, and research.
- o Skill in coordinating multiple-unit activities to achieve targeted results.
- o Skill in the supervision of personnel.
- o Skill in oral and written communication.
- o Skill in the operation of two-way radio communication system.

- o Skill in comprehending, understanding, and interpreting complex and technical information.

SUPERVISORY CONTROLS: The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include state building codes; grant regulations; the Code of Virginia; and City codes, policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied management, administrative, and supervisory duties. The diversity of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to direct the activities of the Community Development Department. Successful performance in this position contributes to the well-managed growth and development of the City.

PERSONAL CONTACTS: Contacts are typically with other City personnel, elected and appointed officials, architects, engineers, developers, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, resolve problems, provide services, and negotiate or justify matters.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Building Official (1), Environmental Compliance Officer (1), Building Inspector/Code Enforcement (2), and Administrative Assistant (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree or any combination of related experience in a course of study related to the occupational field.
- o College degree with a minimum of an Associates' degree, Bachelors' preferred, in a related field of study including floodplain management, emergency management, planning, environmental studies, engineering, hydrology/hydraulics, Geographic Information Systems (GIS), governmental studies, etc. or commensurate experience.
- o Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate, or will obtain and maintain such a

Certificate within eighteen (18) months of beginning employment. Previous experience and/or training involving floodplain management is preferred but not required.

- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

- o Possession of or ability to readily obtain and maintain a valid driver's license issued for the type of vehicle or equipment operated.