

CITY OF BLACK HAWK
2016 Job Description

**JOB TITLE: Community Planning
& Development Administrator**

**DEPARTMENT: Community Planning
& Development**

REPORTS TO: City Manager

EXEMPT: YES

HIRING RANGE: \$86,399 - \$99,359

SUMMARY

Performs a variety of highly responsible, confidential and complex administrative duties; dealing with professional planning activities, conveyance compliance, building code review, inspection, compliance, and enforcement, carries out, assists and collaborates on historic preservation projects, budget management, administration and operation of the Community Planning and Development Department. Responsible for accomplishing department objectives and goals within the guidelines established by the City Manager and City Council.

As the position is an integral part of the executive team representing the Community Planning and Development and the Board of Aldermen, a sense of decorum is required which is appropriate and suitable to the office. The individual shall possess a mastery of office skills, exercise initiative and judgment, and make decisions within the scope of assigned authority.

DUTIES AND RESPONSIBILITIES

- Serve as primary point of contact and acts as liaison for Community Planning and Development performing all necessary functions in support of the department.
- Provide overall management of department-related planning, building code, conveyance program and historic preservation issues.
- Prepare and monitor annual budgets for Community Planning and Development and Historic Preservation and Restoration.
- Provide information to the City Manager, city departments, elected or appointed officials and public regarding planning or development regulations, building / conveyance code requirements and historic preservation.
- Perform and manage complex and sensitive professional planning, development, building, and conveyance, historic preservation related projects, research and analysis. Ensure applications and tasks are completed and processed within established periods and within parameters.
- Oversee the work of consultants.
- Conduct field evaluations and assessments.
- Schedule, plan, organize, coordinate and conduct meetings and work sessions. Responsible for appropriately disseminating information.
- Oversee the preparation of the Historic Preservation Commission and City Council agenda items. Regularly attend Commission and Council meetings.
- Represent the City in case presentation for Commissions and City Council as needed.

- Administer the Historic Restoration and Community Preservation program. Assist and advise historic property owners. Accept process and monitor the grant application progress.
- Perform field inspections for evaluations and assessments of historic projects in conjunction with consultants. Oversee the payment application process for contractors and property owners.
- Oversee the building / conveyance permit, plan review, and building / conveyance inspection processes. Supervise plan review activities with consultants and other pertinent departments. Monitor calculation of building / conveyance permit fees, payments, collections, and transaction records. Oversee building and conveyance inspection schedule.
- Budget preparation and administration, monitor and control expenditures.
- Respond to telephone, written and in-person requests for information and interpretation related to the rules, policies, procedures, and regulations of the department in a timely and courteous fashion.
- Respond independently to letters and general correspondence of a routine nature.
- Oversee the operation and maintenance of confidential and general files for efficient retrieval of information. Follow established procedures for systematic retention, protection, retrieval, transfer and disposal of department records.
- Oversee the operation and maintenance of office equipment, including computers, copier, fax machine, calculator and other related equipment.
- Complete special request assignments as required.
- Perform other duties as assigned.
- Chairs the Development Review Committee meetings and is responsible for the preparation of agenda items and meeting minutes.

SUPERVISORY RESPONSIBILITIES

Directly supervise Community Planning and Development staff. Carry out supervisory responsibilities in accordance with City policies and applicable laws.

Responsibilities include interviewing, hiring, releasing and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Oversee, coordinate activities and administer contracts for all consultants performing tasks within the department's responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform job functions.

- Strong oral communication, interpersonal and public relation skills; ability to develop and facilitate relationships at various levels; capacity to resolve complaints.
- Knowledge of the principles of budgeting and finance.
- Creative problem-solving skills.
- Innovative and detail-oriented.
- Knowledge of effective writing techniques with the ability to communicate effectively, both orally and in written form.
- Practice effective listening skills.
- Well-developed knowledge of planning principles and practices.
- Knowledge of local government procedures and practices. Pertinent federal, state and local laws, historic standards, codes and regulations including recent changes.
- Practice citizen involvement techniques and processes.
- In-depth knowledge of building / conveyance codes, plan review and inspection processes.
- Knowledge of or experience in historic preservation. Working knowledge of historic preservation practices and standards.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Advanced knowledge of the philosophies, principals, practices and techniques of planning.
- Knowledge and experience in construction processes.
- Knowledge and experience working with Certified Local Governments.
- Group facilitation skills for use with public meetings and workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to provide effective supervision and staff management. Proven management skills and ability to manage day-to-day operations.
- Ability to manage projects effectively and meets designated deadlines.
- Ability to work independently or in a team environment.
- Knowledge and experience in the use of software programs including Microsoft Office and internet applications.
- Knowledge of principles, methodology, practices of research and data collection.
- Strong organizational skills.
- Thorough knowledge of office procedures, practices, policies, and of business English, spelling and general mathematics.

EQUIPMENT USED

Constant Daily Use: telephones, cell phones, pagers, computers, calculators, copy machines, fax machines.

EDUCATION and/or EXPERIENCE

Bachelor’s degree in related field is preferred; three years responsible work experience providing public assistance or technical support in building, planning, community development, historic preservation or a related field. Equivalent combination of education and experience may be considered.

LICENSE OR CERTIFICATE

Valid Colorado Driver’s License with a safe driving record. Preferred certifications: Permit Technician, Residential/Commercial Building Inspector – International Codes, Building Plans Examiner – International Codes

COMMUNICATION SKILLS

Excellent oral and written communication skills needed for preparing and presenting reports and projects. Ability to respond to common inquiries or complaints from city employees, officials, the public and outside agencies. Ability to effectively present, both in verbal and written form, information to the City Manager, city employees, the public, and outside agencies.

REASONING ABILITY

Ability to define problems: collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The employee is regularly required to sit; stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. The employee is also regularly required to talk, hear, and use hands and fingers. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception, and the ability to adjust focus.

Work in this position is generally limited to a standard office environment, but may require some exposure to lifting heavy objects because of other duties or the need to visit construction sites.

COMMENTS

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City’s intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.

I have read and fully understand the job duties of the job description.

Signature: _____ **Date:** _____