

**CITY OF BLACK HAWK**  
**2024 Job Description**

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<b>JOB TITLE:</b>	<b>Community Planning &amp; Development Director</b>	<b>DEPARTMENT:</b>	<b>Community Planning &amp; Development</b>
<b>REPORTS TO:</b>	<b>City Manager</b>	<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY RANGE: \$158,305 - \$221,626 / Annual</b>			

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**SUMMARY**

Perform administrative, managerial, and professional work of highly responsible, confidential, and complex administrative duties in planning, coordinating, and directing the operations of the Community Planning and Development Department. Assign office support for the divisions of Planning and Development, Building Codes and Inspections, and Historic Preservation. Provide professional support to the Historic Preservation Commission and Design Review Committee. Coordinate the work and services of the Conveyance program and Exterior Paint program. Perform all duties related to budget preparation and administration. Participate as a member of the Executive Management Team. Serve as the City's Floodplain Administrator.

This department head position oversees, directs, and participates in all activities of the Community Planning and Development Department, including short and long-term planning, operational goals and objectives, and administration of departmental policies, procedures, and services. This position assists the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the goals of the elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, managing and overseeing the complex and varied functions of the department. The incumbent is accountable for furthering City goals and objectives within general policy guidelines.

**DUTIES AND RESPONSIBILITIES**

- Plan, direct, and coordinate operations of the assigned areas; develop the organizational structure, including lines of authority, responsibility, and communications for the department to carry out policy and goals of the City; revise the organizational structure as required.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and corrective actions; plan, coordinate, and arrange for appropriate training of subordinates; ensure subordinates comply with applicable occupational health and safety standards and department standards regarding conduct and appearance.
- Establish policies, programs, and projects for assigned areas with the approval of the City Manager and within the policies of the City Council; prepare and submit reports as required to the City Manager regarding department activities; provide administrative support to the City Manager.
- In coordination with the City Manager, prepare annual City budgets for assigned areas; conduct financial analyses and projections; compile, review, and analyze expenditures for assigned areas.
- Oversee the development and implementation of citywide special projects as directed by the City Manager in carrying out the strategic direction of the City Council.

- As Director, attend regular and special City Council public sessions; participate in meetings and conferences with other City elected officials, boards, commissions, committees, administrative officers, and staff, as assigned.
- Advise the City Manager, City Council, and staff regarding proper practice in land use, building services, conveyance regulations, floodplain administration, and historic preservation.
- Manage, supervise, and coordinate the work and services of the Planning Division by ensuring enforcement and compliance of zoning regulations, land use codes, and practices within Federal, State, and local standards, principles, law, legislation and as adopted by City Council. Perform professional planning duties in the review and development of both small and large-scale plans, policies, and programs in support of the City's goals in alignment with private and public development. Oversee, coordinate, and review the work of staff and consultants performing the functions and activities of the Planning Division.
- Manage, supervise, and coordinate the work and services of the Building Division by ensuring enforcement of building codes as adopted by the City Council. Ensure reasonable building standards by regulating methods of design and use of materials involved in every aspect of numerous construction project, including all associated systems, such as electrical, plumbing, mechanical, and fire suppression to safeguard life, health, safety, accessibility, energy conservation, to protect property values and public welfare. Oversee, coordinate, and review the work of staff and consultants performing the functions and activities of the Building Division.
- Manage, supervise, and coordinate the work and services of the Conveyance program as outlined by the Colorado Department of Labor and Employment Division of Oil and Public Safety and within Federal, State, and local standards, principles, law, legislation and as adopted by City Council. Oversee, coordinate, and review the work of staff and consultants performing the functions and activities of the Conveyance program.
- Manage, supervise, and coordinate the Historic Preservation programs, including the Historic Preservation Commission, Certified Local Government program status, and the Residential Preservation Easement and Rehabilitation program. Ensure compliance with Federal, State, and local historic preservation standards, principles, law, legislation, and as adopted by City Council. Oversee, coordinate, and review the work of staff and consultants performing the functions and activities of the Historic Preservation programs.
- Manage, supervise, and coordinate the Exterior Paint program as adopted by City Council. Oversee, coordinate, and review the work of staff and consultants performing the functions and activities of the Exterior Paint program.
- Act as the City's Floodplain Administrator and liaison to the Federal Emergency Management Agency (FEMA). Manage, supervise, and coordinate the work and services to administer floodplain development permits; conditional letters of map revision (CLOMR); letters of map revision (LOMR); and updates to the flood insurance rate map (FIRM). Oversee, coordinate, and review the work of staff and consultants performing the functions and activities of the City's floodplain management program for compliance through Federal, State legislation and the administrative practices adopted by City Council.
- Review and maintain zoning regulations, building codes, historic preservation practices, conveyance guidelines, exterior paint guidelines, and FEMA procedures for compliance with such laws and ordinances, and recommend changes based on current and best practices.
- Manage various consulting contracts for planning, building, historic preservation, and special program-related services, including timely delivery of products; monitor budgets associated with contracts; ensure meaningful and accurate product delivery within the scope of services.

- Prepare and direct the preparation of a variety of written correspondence, reports, procedures, and other written materials.
- Negotiate contracts and agreements; coordinate with legal counsel to determine needs and requirements for contractual services for the assigned areas.
- Represent Community Planning and Development to other City departments, elected officials, and outside agencies and the public; explain and interpret departmental programs, policies, and activities; investigate and resolve significant and controversial issues.
- Conduct a variety of departmental organizational and operational studies and investigations and recommends modifications to program policies and procedures as appropriate.
- Oversee and direct the maintenance of working and official departmental files.
- Monitor changes in laws, regulations, and technology that may affect City or departmental operations implement policy and procedural changes as required.
- Prepare, review, and present staff reports, various management, and informational updates, and reports on special projects as assigned by the City Manager.
- Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.
- Attend conferences and meetings to keep abreast of the current trends of the field.
- Perform other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Receive administrative direction for the City Manager. The work provides for a wide variety of independent decision making, within legal and general policy and regulatory guidelines.

### **QUALIFICATIONS**

- **Knowledge of:**
  - Theory, principles, practices, and methods of community planning services in areas that may include public outreach, land use planning, and master planning.
  - Theory, principles, practices, and methods of building construction disciplines, codes, and standards.
  - Theory, principles, practices, and methods of historic preservation standards.
  - Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
  - Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal governmental administration.
  - Applicable Federal, State, and local laws, codes, and regulations.
  - Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
  - Technical, legal, financial, and public relations problems associated with the management of the department and assigned program areas.
  - Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting method, techniques, and procedures.
  - Record keeping principals and procedures.
  - Modern office practices, methods, financial programs, and computer equipment and applications related to the work.
  - English usage with accurate grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- **Ability to:**
  - Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
  - Provide administrative and professional leadership and direction for the department and the City.
  - Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
  - Plan, organize, direct, and coordinate the work of administrative and professional personnel; delegate responsibility; select, motivate and evaluate the work of staff, consultants, and train staff and consultant's in work procedures.
  - Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
  - Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs and administrative activities.
  - Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
  - Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
  - Establish and maintain a variety of filing, record-keeping, and tracking systems.
  - Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work set priorities, and meet critical time deadlines.
  - Operate modern office equipment, including computer equipment and specialized software application programs.
  - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
  - Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
  - Promote an organizational work environment where business practices, decisions, and work assignments align with the City's vision, mission, core values, and competencies.
- **Education, Experience, and Training:**

Graduation from an accredited four-year college or university with major coursework in land use planning or a related field and have served (7) years of increasingly responsible experience, including supervisory experience, preferably in land use administration. Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above may substitute on a year-to-year basis.
- **License or Certification:**

Valid Colorado Driver's License with a safe driving record.

**PHYSICAL DEMANDS**

The employee is regularly required to sit, stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. Work in this position is generally limited to a standard office environment, but the employee must occasionally lift and/or move up to 25 pounds and climb stairs, ladders, and/or step stools. Conduct field-work and visit construction sites, crossing over rough, uneven, or rocky and mountainous surfaces and terrain. 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.

An employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Must be willing to work a varied schedule of hours, which may include evenings and/or weekends.

**COMMENTS**

The job description intent is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this job title. This document 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 *Immigration Reform and Control Act*, the City intends to hire only individuals who are United States citizens or those authorized to work and live in the United States.

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_