

**JOB DESCRIPTION:** Community Development Director

**DIRECT SUPERVISOR:** Township Administrator

**SALARY:** Commensurate on experience, including a competitive benefits package

**GENERAL PURPOSE**

Plans, directs, manages and oversees the activities of the Community Development Department including Building, Planning, Zoning, Code Enforcement, Housing, Community Development, and Redevelopment Programs.

**ESSENTIAL DUTIES**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties, or other duties as assigned.

1. Manages the planning, zoning, building, code enforcement, housing, community and economic development operations of the Community Development Department.
2. Develops and administers the Community Development Department budget.
3. Manages and directs the development and implementation of the Community Development Department's policies and procedures.
4. Assigns work tasks and projects to employees; monitors the quality and supervises the progress of work performed.
5. Acts as the Township's Chief Planner.
6. Advises the Administrator, other Township departments, Board of Trustees, Zoning Commission, Board of Zoning Appeals, and other committees and commissions regarding Township regulations, policies, and activities.
7. Coordinates Community Development Department activities with other departments, outside agencies and organizations.
8. Directs the development, implementation, administration, review, and update of Township-wide plans and policies pertaining to planning, zoning, building, housing, community and economic development.
9. Attends and participates in meetings of the Board of Trustees, Zoning Commission, Board of Zoning Appeals, County Land Bank, or others as required.
10. Serves as a representative of the Township and Department; liaises and consults with various outside agencies regarding planning and development matters.

**REQUIRED LICENSES OR CERTIFICATIONS:**

1. Must possess a valid Ohio Driver's License.

**REQUIRED KNOWLEDGE**

1. Community Development operations, policies, and procedures.
2. Principles of planning, zoning, and community and economic development.
3. Regulations governing community development activities.
4. Development/Redevelopment processes.
5. Processes for developing and administering budgets.
6. Supervisory principles, practices, and methods.

## **SKILLS AND QUALIFICATIONS**

1. Directing the daily operations of the Township's Community Development Department.
2. Reviewing project proposals and providing planning/development recommendations.
3. Grant writing and administration.
4. Administering housing, community and economic development, and redevelopment programs.
5. Developing, administering, and monitoring departmental budgets.
6. Supervising, leading, and delegating tasks and authority.
7. Establishing and maintaining cooperative working relationships with staff, departments and officials, outside agencies, community groups, and the general public.

## **PHYSICAL REQUIREMENTS**

The conditions herein are representative of those that must be met by an employee to successfully perform job functions:

**Environment:** Work is performed in a standard office setting with frequent interaction with the general public, property owners, developers, realtors, and contractors.

Work is also performed outside of the office on construction sites, or on property of complaints.

**Physical:** Primary functions require sitting at a desk to operate computers, complete paperwork, or answer telephones; sufficient physical ability and mobility to work in an office setting including standing or sitting for long periods of time; operate a vehicle; fine motor skills, stooping, bending, kneeling, crouching, climbing at construction sites or other properties; see in the normal visual range with or without correction; hear in the normal audio range with or without correction.

## **EDUCATION**

**Required:** Bachelor's Degree in Planning, Business Administration, or related field; AND five years experience managing planning or community development operations; OR an equivalent combination of education and experience.

**Preferred:** AICP Membership

## **SELECTION GUIDELINES**

Must be at least 18 years of age

Completed formal application, emailed to [ashleyo@perkinstownship.com](mailto:ashleyo@perkinstownship.com), faxed to 419-609-1410, or mailed to Perkins Township ATTN: Ashley Ohlemacher, 2610 Columbus Ave. Sandusky, OH 44870

In-person interview

Reference and background checks

Pass pre-employment testing

Position open until filled

*The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.*

*The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.*

*Reasonable accommodations, as prescribed by the American with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case-by-case basis.*

*Perkins Township is a Drug Free and Nicotine Free Workplace*

## **BENEFIT INFORMATION**

- Health Insurance with no monthly employee premiums.
- Optional health savings account with employer contribution if qualified.
- Optional vision and dental insurance for employee and family.
- Life insurance provided at no cost to employee.
- OPERS contributions from employee and employer.
- Optional Deferred Compensation plan.
- Paid vacation, sick, personal, compensatory time, and thirteen holidays.
- Longevity pay.
- Annual educational benefits.
- Professional membership dues
- Officer hours are Monday – Friday, 8:00am-4:00pm.

## **TOWNSHIP OVERVIEW:**

The Township's organizational structure includes an Administrator that is responsible for the operations of all Township departments including Police, Fire, Highway, Planning, Zoning, Building and Code Enforcement.

## **FISCAL CONDITION:**

Careful fiscal management, and the Township's conservative approach to both budgeting and control over expenditures, has contributed to our current financial stability. And through the support of voters in the community who have passed property tax levies, funding is available to provide important safety services such as Police and Fire, and to improve our road system. As a result of significant reductions in transfers from the State of Ohio as well as the State's elimination of other sources of revenue, the provision of such services would not be possible without those levies. Elected and appointed officials appreciate and understand the continued need for prudent fiscal management of the resources provided to the Township by the community.

## **ECONOMIC VITALITY:**

The Township's key geographic location, the fact that it is the gateway to Cedar Point, and Lake Erie and the Islands which are all major tourist destinations, the availability of excellent highway access and a significant supply of vacant, developable land have all contributed to this community's position as the principal commercial core of Erie County as well as many abutting counties. As home to approximately 1,000 businesses, it's clear to all that the Township is "open for business," and that national chains and local entrepreneurs see the advantage of doing business in our community. If you are interested in opening, or expanding a business, please contact our capable staff who can provide information and resources to assist you with your decision-making.

## **CONSUMER FOCUSED GOVERNMENT:**

Every Township Department is comprised of caring, committed staff that see their role in providing the best service that we can to the community. All Departments are led by Chiefs and Department Heads that embrace the notion that through our collective efforts, we can provide the excellent level of service that our residents, businesses and visitors not only expect but deserve. Your elected and appointed officials endeavor to provide staff with the equipment and training that enables all of our staff to provide the best service that we can to the community.

We intend to continue to provide both in-house and external training opportunities to staff in all Departments to ensure that staff is empowered to address the needs of our residents, businesses and visitors.