

## DIRECTOR OF DEVELOPMENT

**Position:** Director of Development

**Department:** Development

**FLSA Status:** Exempt

**Reports to:** Executive Director

**Revision date:** November 2022

**Gives work direction to:** Community Development Specialist(s); Community Planner(s); Housing Planner(s); Environmental Planner; Economic Development Coordinator

**Supervises:** Community Development Specialist(s); Community Planner(s); Housing Planner(s); Environmental Planner; Economic Development Coordinator

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### POSITION SUMMARY

At will position appointed by and under the general direction of the Executive Director. Responsible for assisting member communities in the preparation, planning, and implementation of various community plans. Performs administrative and supervisory duties related to economic and community development activities. Provides technical assistance in the areas of general planning, economic development, community development, housing, and other grant programs to member communities. Oversees the administration of the Iowa Northland Regional Economic Development Commission (INREDC) and the Iowa Northland Regional Housing Council (INRHC) and Housing Trust Funds. Assures compliance with local, state, and federal codes and standards.

### ESSENTIAL JOB DUTIES

- In conjunction with the Community Development Specialist(s), Community Planner(s), Housing Planner(s), Environmental Planner, and Economic Development Coordinator, plans, directs, coordinates, and implements the delivery of a variety of economic development, community development, planning, housing, and environmental services to member cities and counties to meet requirements of local, state, and federal regulations and policies.
- Plans, prioritizes, schedules, assigns, directs, supervises, and evaluates the work of department staff.
- In conjunction with the Executive Director, recruits, selects, trains, counsels, evaluates and disciplines department staff. Approves requests for time off.
- Consults with the Executive Director regarding personnel issues, department projects, priorities, and budget issues.
- Oversees the preparation and submittal of comprehensive plans, zoning and subdivision ordinances, strategic plans, and other land use reports for member cities and counties.
- Oversees the preparation and submittal of U.S. Economic Development Administration (EDA) Planning Grant, Comprehensive Economic Development Strategies (CEDS), and the Solid Waste Comprehensive Plan for the region.
- Identifies community and economic development needs of members and provides subsequent planning and implementation of programs and services to satisfy these needs.
- Provides technical assistance in housing and relocation programs for member communities and attends various meetings, as needed.

- Prepares agendas and minutes and provides staff support and oversight for the INREDC, the INRHC, and Housing Trust Funds and their respective Boards of Directors.
- Prepares, administers, and supervises the completion of grant/loan applications for members under federal, state, and local guidelines.
- Oversees completion of business and economic development related grant applications and EDA reports.
- Serves as staff contact for the Cedar Valley Regional Partnership.
- Reviews and identifies new and innovative areas to enhance member services or technical assistance.
- Provides research and administrative and technical assistance to member governments in industrial expansion and development.
- Consults with elected and appointed officials regarding department projects, priorities, and budget issues.
- Plans, organizes and conducts research for use in understanding economic, housing, and community development problems and functions.
- Responds to inquiries from the public, contractors, developers, property owners, and other public and community officials.
- Prepares and maintains a variety of logs and reports relating to assignments and economic development, community development, and housing activities.
- Prepares and oversees contracts with local, state, and federal agencies, communities, contractors, and housing rehab inspectors.
- Monitors legislation at the national and state levels and maintains lines of communication with local legislators, EDA, Iowa Economic Development Authority, and the Small Business Administration, loan applicants, bankers, chambers of commerce, economic development commissions, and business and civic groups to promote economic and community development interests of member communities.
- Attends various meetings as needed.
- Provides technical assistance to and coordinates the City Clerks/County Auditors Association.
- Monitors work of department employees for compliance with local, state, and federal policies and regulations.
- Assists with the preparation, submittal, and implementation of program budgets.
- Provides land use technical assistance, as requested, to member cities and counties.
- Prepares, maintains, updates, and completes required reports to regulatory agencies.
- Conducts research and develops policies for approval, as requested, by planning and zoning commissions and boards of adjustment.
- Maintains and provides census data.
- Contributes to a quality work environment by establishing and maintaining high job-related personal standards and acts as a role model for other employees by exhibiting strong leadership traits.
- All other duties as assigned by the Executive Director.

## **INCIDENTAL JOB DUTIES**

None

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Extensive knowledge of the organization and function of municipal and county government.
- Knowledge of standard principles and practices used in planning and zoning techniques and economic, housing, and community development.
- Extensive knowledge of local planning and zoning codes, laws and ordinances, housing principles, solid waste, safety, environmental planning, economic development, rural communities' sewer, water, and facility construction and operations.
- Ability to access, read, interpret and apply technical information, including local and state zoning codes, local and state building and housing codes, and other related ordinances, laws, and regulations.
- Ability to perform standard arithmetic and statistical calculations.
- Ability to detect deviations and variances from established regulations and skill in identifying appropriate corrections.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, and internet.
- Ability to interact with the public, contractors, developers, and other public officials in a positive, courteous manner.
- Ability to establish effective working relationships with assigned employees, co-workers and supervisors.
- Basic knowledge of bookkeeping and accounting functions.
- Knowledge of basic procurement processes and financial tracking.
- Ability to effectively plan, prioritize, schedule, assign, direct, supervise and evaluate the work of assigned employees.
- Ability to communicate clearly, both orally and in writing and to organize and verbally present complex and technical material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, kneeling and climbing; using hands and arms to grasp or reach; and lifting, carrying, pushing and pulling.
- Ability to attend work regularly at the designated place and time and to work under strict time constraints.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six-county region to meet with elected and appointed officials.

## ENTRY REQUIREMENTS

**Education/Training:** Bachelor's degree in Planning, Public Administration, Public Policy, Business Management, or related field; prefer Master's Degree in Planning or Public Policy related field.  
and

**Work Experience:** Minimum of three years of experience in municipal or regional planning or closely related field of which one year should be supervisory experience;  
or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

**Required licenses, registrations and certifications:** None, except State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

**Required post-offer physical examinations:** Employer may require a physical examination that complies with state and federal guidelines.

**Required drug testing:** None

**Residency requirement:** None

**Other testing required:** Employment contingent upon satisfactorily passing an oral interview process.

## WORK ENVIRONMENT

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six-county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

## HOURS OF WORK

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six-county region and to various locations within the state is required.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

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Executive Director

\_\_\_\_\_  
Date

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Department Director

\_\_\_\_\_  
Date