



COMMUNITY DEVELOPMENT/ ECONOMIC DEVELOPMENT DIRECTOR **JOB DESCRIPTION**

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY:

The Community Development/Economic Development Director performs a wide variety of specialized duties for the City of Ovilla. As the Community Development Director, the employee will oversee the general direction for development services of the City of Ovilla including serving as the lead for the planning and development of the city and providing complex and professional assistance to the City Manager, City Council, City Secretary, Planning and Zoning Commission, Board of Adjustment, Municipal Development District and other boards and committees as well as the general public. As the Economic Development Director, the employee will be responsible for direction and coordination of the activities of the Ovilla Type B Economic Development Corporation, administering the economic development goals, plans and programs including targeted incentives, business retention and expansion, implementation of marketing strategies, and outreach activities including presentations, promotional plans, and marketing materials. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the City Manager. This position will supervise the Planning and Development Coordinator.

ESSENTIAL COMMUNITY DEVELOPMENT DIRECTOR RESPONSIBILITIES:

May include, but are not limited to, the following:

- Coordinates and manages all aspects of planning and development for the City
- Supervises assigned staff members, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions or recommendations as appropriate
- Assists in ensuring that the City Council's development goals and focus areas are being satisfied and properly addressed
- Reviews and assists in developing appropriate and efficient development processes and forms as needed
- Meets with developers, builders, and the general public to answer questions pertaining to the Zoning and Subdivision ordinances, as well as the development and permit processes

- Performs initial reviews of site development plans, plats, zoning changes, and permits for conformance with the Zoning and Subdivision ordinances
- Develops, coordinates, and maintains tracking and reporting systems for projects, including hard and electronic filings and records; keeps accurate and detailed documents, permits, information, etc. related to various projects
- Responsible for the activities of the Planning and Zoning Commission, Board of Adjustment, Municipal Development District, including coordinating, scheduling, providing documentation for, and leading all board meetings
- Provides accurate and timely updates, reports, and presentations to management, boards and commissions, and the City Council; serves as a liaison for all development services to internal departments and external agencies
- Manages special research projects on planning issues, ordinance revisions, zoning violations, and other planning projects, and provides data and analysis on land use and planning issues as requested
- Assists in the preparation of long-range plans for the community, including updates to the Comprehensive Plan and other strategic plans
- Monitors legislation and technical developments that may affect the development function; evaluate their impact on departmental and City activities; and makes recommendations for amendments to the Zoning and Subdivision ordinances, and Comprehensive Plan as needed
- Responsible for the preparation and administration of the department budget, including projections, fiscal responsibilities, and resource management

ESSENTIAL ECONOMIC DEVELOPMENT DIRECTOR RESPONSIBILITIES:

May include, but are not limited to, the following:

- Works closely with the Ovilla Type B Economic Development Corporation (OEDC) and coordinates all activities of the OEDC
- Assists the OEDC in implementing programs that promote, assist, develop and advance economic development in the City of Ovilla by identifying, encouraging, retaining and recruiting businesses and enterprises to the City, following the city council's goals and the Comprehensive Plan
- Coordinates, schedules, provides documentation for and leads all OEDC Board meetings
- Develops, coordinates and maintains a joint Ovilla economic development strategic plan with approval from OEDC and Ovilla City Council on an annual basis, with input from community residents and business owners
- Coordinates with the OEDC Board to make recommendations for annual budget and amendments as needed and monitors economic development expenditures ensuring programs are kept within established limits of the budget
- Markets and promotes Ovilla and communicates and coordinates with real estate professionals, developers, and business owners interested in establishing or expanding businesses in Ovilla
- Provides professional assistance with retail, commercial, industrial, and tourism-related development programs, projects, and activities for the long-term benefit of Ovilla
- Regularly communicates the progress of developments, programs, and initiatives with the City Manager, OEDC, and City Council
- Prepares grant/incentive applications and proposals and reviews proposed contracts for accuracy and completeness
- Keeps abreast of legislative developments that may impact economic development programs, policies, and/or procedures and advises OEDC Board and City of such changes with recommendations

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Bachelor's Degree in Urban Planning, Public Administration, Architecture, Business Management, Marketing or other related field is preferred
- Two years experience in planning, development services, public administration, or construction science, preferably in the public sector; OR an equivalent combination of education and experience
- Strong communication skills, both written and verbal are essential
- Must possess and maintain a valid, current Texas driver's license with acceptable driving record
- Must pass a background check and drug screen
- Knowledge of municipal budgeting, State of Texas records retention policies/procedures, Texas Public Information Act, Texas Open Meetings Act, and Texas Local Government Code.
- Must possess the mobility, vision, hearing and dexterity levels appropriate to work in a standard office setting and use standard office equipment
- Must be skilled in general office procedures, typing and computer skills in working with Microsoft Word, Excel, PowerPoint, Outlook, and Internet search tools
- Must be available to work 8:00 a.m. to 4:30 p.m. Monday through Friday and evenings and weekends as required
- Must be extremely organized, be able to maintain confidentiality, have the ability to multi-task and perform simultaneous functions
- AICP Designation preferred
- Certified Economic Developer (CED or CEcD) from the International Economic Development Council is preferred
- Five years of experience in the field of planning, development, and/or economic development is strongly preferred
- Must be capable of performing all essential job responsibilities

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Knowledge of:

Modern office procedures, methods, and equipment. Basic municipal government practices and operations. Principles and practices of planning, community and land development, and zoning. Principles and practices of economic development. Public relations and customer service practices and procedures. Records management and filing principles and practices. Principles of supervision, training and performance evaluation. Municipal budget preparation and administration. Computer data entry, filing, and practices of financial and statistical record keeping and reporting. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform duties under minimal supervision. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Communicate in the English language under strained circumstances. Select, supervise, train and evaluate subordinate employees. Plan, organize, direct and coordinate the work of subordinate employees. Delegate authority and responsibility. Demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. Interpret legal records, technical documents and map specifications. Accurately reviewing designs, details, plans, and specifications of planning projects. Become proficient in the use of Fundview software. Learn, correctly

interpret and apply laws, codes, policies and procedures related to all city operations. Ability to learn new skills and techniques. Prepare clear and concise reports. Maintain accurate record keeping, organization, and maintenance of files. Perform data entry and inquiry functions at an acceptable level of accuracy and speed. Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change. Ability to maintain a professional, polished manner and a pleasant tone of voice when dealing with the public even in emotional, high stress situations. Possess a high level of customer service and pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.