

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Community Development Director	CLASS. CODE: 1004
DEPARTMENT:	Community Development	FLSA: E
REPORTS TO:	City Manager	DATE: 7/1/2002

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**Job Summary:**

Carries out the mission of the department to develop and implement a dynamic and practical vision of the City of Salem as an executive level manager. Oversees and manages all community development services such as long and short term planning, building and safety, urban renewal, real estate and the municipal airport to provide comprehensive managed growth within the community.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Operates, manages and administers the Community Development Department, consisting of four divisions: Building and Safety, Planning, Urban Development and Airport.
2. Manages staff and prepares performance evaluations for division administrators; delegates and accomplishes work through subordinates; provides leadership and coaching. Develops and implements programs and activities to enhance employee training and performance and to assure quality work.
3. Represents department and makes presentation to City Council, City Planning Commission, Design Review Board, other city advisory boards, civic organizations, state legislative committees, and other groups on planning, growth management and other community development issues.
4. Prepares, reviews, presents and administers the department's and renewal agency budgets within budget instructions. Reviews quarterly budget reports for expenditure rates and takes action as needed; reviews significant shortfall or unexpected savings with division administrators or Budget Office; ensures all purchases comply with City regulations, monitors building permit application tracking; and monitors and recommends fee and staffing adjustments as needed to maintain service levels in accordance with revenue projections.
5. Provides regular coaching on major projects to ensure policy recommendations are in compliance with City needs and consistent with State planning law, project deadlines are reasonable and attainable, and professional quality work is maintained; may take lead on significant projects. Reviews and establishes completion dates for major projects, tracks projects, and reviews with division administrators, City Manager, and project staff. Provides staff management and guidance, sets direction and monitors progress for major projects; maintains various commission and board work programs.
6. Communicates via formal written documents and reports for City Council or their advisory bodies; prepares and reviews staff reports prior to submittal; provides status updates to City Manager on major issues.
7. Communicates verbally with staff, inter-divisional and/or departmental personnel, City management, Council, decision makers, the media and the public via meetings and/or graphic presentations; seeks input and discusses issues and concerns with individual staff members; responds to questions and inquiries concisely and accurately.
8. Identifies potential problems and offers effective alternative solutions to resolve issues affecting the City; analyzes issues based on conformance with City goals and

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- objectives, applicable laws and regulations, and long term benefits to City.
9. Identifies and implements customer enhancements, participates in public outreach programs and management of institutional change; discusses service provisions with the public and project applicants; follows up on comments and improves services where appropriate; maintains clear and informative policy oriented reports to City Council, Planning Commission and other decision bodies.
  10. Plans long-range goals, objectives, organizational structure, and overall direction for the department.
  11. Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work; selects, supervises, trains and evaluates staff.
  12. Develops, communicates, and monitors policies, procedures, and standards for the department; implements improvement when necessary.
  13. Attends professional seminars, conferences and training sessions to promote personal professional growth; identifies and satisfies staff development needs, including the hosting of department wide staff meetings.

**Important Job Functions**

1. Attends meetings and various training seminars and conferences as needed.
2. Performs other duties as required by City Manager and Assistant City Manager.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer, calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree from an accredited college or university in planning, urban development, public administration or a related field required; and, Ten (10) or more years of experience in community development or planning, including five (5) or more years experience as a department head or division head in a public planning agency; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- American Institute of Certified Planners desirable

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Practices and principles, and philosophy of public administration, urban development, planning and community development programs.
- Long range planning for community development services.
- Interests of the Salem community or the ability to acquire such knowledge within a short training period.

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- Modern technology and resources available and related to the delivery of community development services.
- Contemporary office practices and procedures and various office software products, including GIS and ARC-INFO/Map Object computer graphics.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Developing and maintaining interpersonal relations.
- Speak and present effectively in front of large groups in a clear, concise manner.
- Analyze data and formulate solutions to complex problems..
- Plan, develop and carry out programs essential to the operation of the City.
- Work independently and make decisions concerning multiple programs in the City affecting large numbers of people.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Develop and revise policies, procedures and programs and implement the same.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Attend meetings at various locations during business and non-business hours, including evenings, early mornings and weekends.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, read, write, keyboard, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.