



Director of Community Development

Full Salary Range: \$85,000 - \$100,000
Supervised By: City Manager
Employment Status: Full-Time; Exempt; Non-Union

POSITION DESCRIPTION:

Serves as a member of the City's management team. Plans, organizes, and direct all aspects of the City's Community Development Department. Performs highly responsible administrative work, long range community planning and provides project oversight. Work requires the exercise of considerable initiative, independent judgement, and discretion.

DESCRIPTION:

- Serve as City Planner and Zoning Administrator.
- Provide professional staff support to Planning Commission, Historic District Commission, Board of Zoning Appeals and Brownfield Redevelopment Authority.
- Coordinate the City's economic development activities, including business attraction and development that conforms with the City's comprehensive plan and vision.
- Meet with citizens, developers, engineers and/or others to discuss plans for development including technical sufficiency for conformance with appropriate regulations.
- Oversee the City's Master Plan and Zoning Ordinances, including recommending, drafting and implementing revisions.
- Build and maintain productive relationships with the business community, Chamber of Commerce, DDA and governmental entities related to business support and development.
- Prepare recommendation for annual budget process.
- Provide in-depth analysis to policy makers on programs and incentives that support development activities.
- Provide general, administrative oversight to the Building Official and division staff.
- May prepare, submit and administer grants within areas of oversight.
- Initiates citizen engagement activities and community outreach.
- Analyze and utilizes best practices in local government when addressing areas in need of process improvement.
- Attend City Council meetings as needed.
- Ensure the maintenance of accurate and complete records of department activities.
- Performs other duties as required by the City Manager.

KNOWLEDGE SKILLS AND ABILITIES:

- Considerable knowledge of the functions, structure and organization of municipal government.
- Training and experience in community planning and zoning activities and economic development.
- Able to effectively research, organize and present data.
- Ability to work effectively, and uphold a high degree of diplomacy with the public, officials, and employees.
- Experience working with public boards and commissions.
- Ability to perform duties with a high degree of independence, initiative and judgement.
- The ability to work collaboratively across internal organizational structures.
- Experience in preparing and administering municipal budgets.
- Exceptional problem-solving skills which include, issue identification, problem structuring, analysis and development of actionable recommendations.
- Highly developed communication both written and oral, negotiating the use of resources, budgets and schedules.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Planning and Community Development, Public Administration, Business Administration, or other related field. Master's Degree Preferred.
- Five (5) or more years of previous administrative experience which includes working with the public, knowledge of departmental organization, regulations, and procedures in municipal government.
- Five (5) or more years of experience in planning and zoning capacity.
- Experience in economic development.

POSITION CLASSIFICATION:

Non-Union, Exempt – Full Time - \$85,000 - \$100,000 annually, benefits as provided under the City of Northville Non-Union Benefit Summary.

The successful candidate will be required to take and pass a pre-employment physical including drug test, and background check. Interested applicants should submit a City of Northville [Employment Application](#) and resume with references via email to HR@ci.northville.mi.us or mail to Human Resources, 215 W. Main Street, Northville, Michigan 48167. The City of Northville is an ADA/ EOE employer. All applications are due by January 31, 2024 at 4:30 pm.