

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB463 Assistant Community Development Director
POSITION #/TITLE: 1699 Assistant Community Development Director	Adopted: 10-13
	Revised: 10-14

POSITION DESCRIPTION

Dept: Community Development	Manager Level: Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 18
Reports To Position #/Job Code #/JC Title: 1170/NB064/Community Development Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages planning and economic development activities principally within the Community Development Department and others as may be applicable; performs related work as required.

Distinguishing Features of the Class

Extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of employees in the Planner classifications within the Community Development Department. May provide work direction to employees in the classifications of Grant Programs Manager and Assisted Housing Program Manager. Serves as Community Development Director in his/her absence, or represents Community Development Director as assigned.

Examples of Essential Work (Illustrative Only)

Manages the development, coordination, and participation in the strategic planning, policy development, data collections, and reporting activities of community development initiatives;
 Manages the planning, development, and evaluation of operational processes, procedures, and functions of the programs and procedures of Community Development programs and projects, including activities of the Corridor Metropolitan Planning Organization (MPO);
 Manages the planning and administration of programs and projects to ensure timely contracting and implementation, regulatory compliance, budgeting/accounting and monitoring/reporting;
 Manages the administration of assisted projects/activities implemented by other City Departments and Divisions, including provision of quality control measures that ensure financial accountability with regulatory compliance and accurate/timely reporting;
 Facilitates cross-departmental working groups to provide coordinated functionality of planning and development operations, including but not limited to the Sustainability Coordination Team;
 Manages coordination and oversight of programs implemented by a third-party administrator, including the provision of defined program guidelines, performance expectations, and desired outcomes, progress reporting and communication systems;
 Provides supervision over with the work of Planner I, II and III positions;
 Manages policy analysis and frames issues for policy consideration;

Manages the development, coordination, and evaluation of meetings and focus groups with community groups, business organizations, and individual citizens to obtain meaningful feedback on programs and projects;
Manages research of community needs and reports findings and recommendations as a part of planning initiatives which are companion to assisted funding programs;
Prepares materials for City Council, and other Boards and Commissions as appropriate;
Partners with agencies to facilitate Community Development requests for projects assigned by Community Development Director;
Negotiates, designs and manages city incentive offers and payments;
Manages, monitors and issues regular reports related to citywide TIF budgets and financing;
Conducts timely performance reviews and monitors performance and staffing needs;
Attends and participates at meetings, conferences and workshops as requested and authorized;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of current practices and procedures involved in grant applications and administration;
Thorough knowledge of current practices and procedures involved in operation of a regional or metropolitan planning organization;
Thorough knowledge of applications/practices which promote land and economic development, particularly as may be applied for the purpose of job creation/retention;
Thorough knowledge of public and private funding sources and financial incentives;
Thorough knowledge of financial practices and procedures particularly related to budgeting/accounting and loan establishment/maintenance (for accounts payable & receivable);
Thorough knowledge of policy analysis and framing policy presentation for City Council decision;
Thorough knowledge of contemporary development financing practices;
Thorough knowledge and experience in administering and monitoring development agreements related to economic development projects;
Thorough knowledge of current procedures and practices involved in land development issues;
Thorough knowledge of current zoning and land use development practices;
Thorough knowledge of applicable state and federal laws;
Ability to coordinate with other departments including, but not limited to, Finance Department, Building Services Division, and the City Manager's Office;
Ability to work with diverse groups and interests to meet community needs and goals;
Ability to prepare ordinances, resolutions, contractual agreements, and other accurate and reliable reports containing findings, recommendations, and conclusions concerning funding Opportunities, land/economic development activities, and general supportive administration;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to manage, coordinate and evaluate the work of others;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Urban Planning, Business Administration or a closely related field; and

Considerable experience in economic development, planning and financial procurement and administration; or
Master's Degree in Urban Planning, Public Administration, Business Administration or a closely related field; and
Some experience in economic development, planning and financial procurement and administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.