NOW HIRING

COMMUNITY DEVELOPMENT DIRECTOR

www.CityofGrandLedge.com/Jobs
310 Greenwood St.
Grand Ledge, MI 48837
ABOUT GRAND LEDGE
The City of Grand Ledge is situated in northeast Eaton County and Southern Clinton County, Michigan. We are a growing community of over 8,000 residents, conveniently located 15 minutes west of Lansing. With over 110 acres of park land and historic sandstone ledges, we are known for our riverfront recreation opportunities and ample trails connected to the walking system. Our traditional downtown, industrial park, and commercial retail spaces, lend to the expanding business district. Grand Ledge is home to friendly faces and quaint neighborhoods that exemplify small-town charm. Grand Ledge provides the community focal point for an area that extends well beyond the City limits because of the commercial, civic and entertainment uses.

As the City grew, residential neighborhoods developed generally south of the Grand River and businesses were established along the north side, close to the railroad. Over time, the Central Business District expanded along both sides of the river, surrounded by single family neighborhoods. The availability of public utilities allowed the City to develop more densely than the surrounding townships. Prospective residents were, and continue to be, attracted to the small-town environment located in close proximity to Lansing’s major employment centers. With the ever-increasing development in adjacent jurisdictions, the City has been impacted as seen in its population, traffic and economic growth.

OUR CULTURE
The City of Grand Ledge is committed to providing a positive and productive work environment, where employees feel valued and trusted. Employees are expected to demonstrate professional standards for attitude, communication, respect, and leadership. Our continual community improvement efforts are maintained by establishing diverse work assignments for all employees, with priority placed on developing the City to accommodate growth and restoration of public infrastructure.

- **Business:** The Grand Ledge Chamber provides tremendous support for local businesses, community initiatives, and has well over 200 members.
- **Community:** A lively, historic downtown featuring restaurants, retail, commercial, and cultural organizations. Community events, parades, and festivals keep the City bustling year-round with thousands of residents and new visitors downtown.
- **Schools:** Grand Ledge Public Schools, an exemplary, Class A school system, maintains higher graduation and college attendance rates than the region and state as a whole.
Meeting the goals and objectives of the City’s comprehensive master plan including current and long-term planning activities. Relieves the City Manager of various administrative tasks in support of community and economic development activities, preparing resolutions, memorandums, and correspondence. Advises and assists the City Manager on special projects and development concerns as requested.

Studies trends in the region as well as in industrial, commercial, and residential markets to help provide information to guide city policy and strategy, and maintains a comprehensive inventory of available land and buildings.

Represents the City and serves as department representative, in a professional manner, establishing and maintaining effective relationships with business and property owners, developers, contractors, citizens, City officials, employees, and other interests. Conducts site visits and meetings as needed.

Provides professional planning advice, project management, meeting attendance, and report presentation to the City Council, Downtown Development Authority, Local Development Finance Authority, Planning Commission, and other boards or commissions as directed by the City Manager and Assistant City Manager.

Serves as the Parks and Recreation Commission City staff representative. Prepares and attends meetings, and provides project management and planning directive recommendations, and reports on department activities to commissioners, as directed by the City Manager.

Works closely with public and private agencies at the local, state, and federal levels to coordinate planning projects and programs.

Performs technical work regarding flood plain and watershed management, brownfield and environmental project coordination, sub-division and development plan review, land development proposals and standards, long-range planning, and commercial, industrial, and residential projects. Ensuring compliance with all local, state, and federal laws and guidelines, and compliance with appropriate City codes and ordinances.

Manages and coordinates the development and compliance of all public infrastructure agreements, providing recommendations and correspondence to the City Manager, City Attorneys, and department staff as directed.

Overssees the Capital Improvement Plan which includes gathering data from all departments, compiling information, and providing the final document to be included with the annual budget.

Proactively seeks out and, when necessary, administers grants and other financial incentives for priority planning projects that promote economic development, revitalization, and infrastructure development for the City. Responsible for managing financial data necessary for grant reporting.

Serves as the staff housing representative, evaluating changing status and conditions in subdivisions and neighborhoods, including oversight of the International Property Maintenance Code (IPMC).
The residential areas of the community demonstrate traditional neighborhood design with tree lined streets, sidewalk and cozy spacing of homes. There are many signs of reinvestment that demonstrate the residents’ devotion to the City’s character.

COMMUNITY DEVELOPMENT
Due to availability of vacant land for residential development and the consistent growth of the Lansing metropolitan area, Grand Ledge’s population is expected to increase at a steady pace in the next 20 years. This implies a need to plan for increased demand for residential, commercial and professional services; and an impact on infrastructure such as roads and the public sanitary and water systems. The City has a relatively high median age due to the large percentage (19%) of citizens over the age of 65. The City must plan for various senior living accommodations in order to adequately serve these residents. The City has a relatively well-educated population which has allowed for a stable median income, high skill level occupations and higher housing values. Overall, the City has been able to accommodate a substantial amount of desirable affordable housing opportunities.

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Fieldstone Farms
Arcadian Apartments
Charlevoix Pointe Condominiums

ACCOMMODATING GROWTH
The City of Grand Ledge and Oneida Township executed a 50-year Cooperative Development Agreement, creating a cooperative development area around the City of Grand Ledge to establish the following:

- Promote economic development projects and growth
- Provide municipal utilities and services
- An exclusive procedure for transfer land within the area from Township jurisdiction to City jurisdiction
- Prohibit any other annexation, detachment or transfer of property within the area
- Provide for the sharing of municipal revenues from the area between the City and the Township
**ECONOMIC DEVELOPMENT**

Recent commercial and office development concentrated primarily along Saginaw Highway (M-43) and Clinton Street (M-100) functions as the front door to the community. In contrast to the more compact downtown environment, this corridor contains a wide variety of businesses that depend on a high volume of automobile turnover, characterized by larger lots with parking in front of the buildings such as fast food and franchise restaurants, pharmacies, banks, convenience retail, auto repair, auto parts, hardware, farm and outdoor machinery dealerships, offices, and gas stations. New commercial development has created a more uniform setback pattern, increased landscaping, a reduction in the number of individual driveways and a more consistent sign pattern along M-43.

**INDUSTRIAL PARK**

The Willis Industrial Park, located in the northeastern portion of the City of Grand Ledge, with easy access to major transportation infrastructure. It features a mix of industrial, manufacturing and distribution tenants, and over 100 acres of undeveloped, city-owned property with modern amenities. Industrial development is an important component of the City’s tax base. Additional industrial concentrations are located along N. Clinton Street from the Bridge Street intersection to north of the CSX rail lines.

**QUICK FACTS:**
- 181 total acres, 121 City-owned
- Zoned I-1 Light Industrial
- Access to industrial grade water, sewer, electric, gas, and internet
- Michigan Economic Developers Association Certified Business Park

The Central Business District is one of the core elements to the community. The historic character, walkability, diverse retail market and its link to the Grand River distinguishes Grand Ledge’s downtown from other communities in the area. These features have created a real draw to residents living in adjacent Townships and nearby cities. Through infrastructure improvements such as parking lot development and reconstruction, and park improvements, the City has demonstrated its devotion to maintaining the strength and vitality of the CBD.
QUALIFICATIONS & EXPERIENCE

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor’s degree in business or public administration, economic development, urban planning, or equivalent. Master’s degree preferred. American Institute of Certified Planners (AICP) Certification is desirable.
- (3) three years serving in a planning capacity or related field; project management experience for planning and design of capital improvement projects; general knowledge about a wide range of planning topics.
- Minimum (2) two years of experience with community and economic development, and supervisory activities.
- Possess a valid Michigan Driver’s license.
- Knowledge and understanding of the principles and best practices of municipal planning and zoning, land-use issues and regulations, community and economic development, policies, and administration.
- Knowledge about business programs, grants, and economic development tools and understands state and federal programs. Experience with Brownfield plans and tax increment financing, and other program/project financing laws.
- Ability to interpret and draft codes and ordinances, as well as the adoption, enforcement and review of codes and ordinances.
- Ability to interpret engineering, architectural, landscape, construction and site plans/drawings, environmental reports, and maps. Working knowledge of civil engineering principles, practices, and land surveying.
- Working knowledge of construction methods, materials, and specifications for public improvements. Experience working with Building Officials preferable.
- Skill in assembling and analyzing data, developing operating and capital budgets, and in preparing comprehensive and accurate reports.
- Skill in the use of office equipment and technology, including computers and related software. Experience with ArcGIS and BSA Software preferred.
- Ability to multi-task and work on a variety of project types with short or changing deadlines, with accuracy and attention to detail.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with coworkers, elected officials, the media, contractors, professional contacts, and the public.

THE IDEAL CANDIDATE

- Innovative thinker and motivated to enhance the City’s Community and Economic Development potential.
- Exercises independence, initiative and cross-department teamwork.
- Action-oriented team player with a positive attitude
- Collaborative leader with the ability to find common ground through complexity.
- Strong human relation skills and the ability to facilitate community engagement effectively.
- Partnership building skills.
- Active listener who can make well-considered, decisive recommendations and decisions.
COMPENSATION & BENEFITS

The City of Grand Ledge is offering a competitive salary of $65,000 - $84,000 commensurate with experience. We offer an excellent benefits package which includes medical, dental, vision, life insurance, paid time off, and flexible spending accounts. In addition, we offer a cell phone stipend, wellness program, and a generous contribution to a Defined Contribution retirement plan.

TO APPLY

Interested applicants should submit a completed application, resume, five (5) professional references, and letter of introduction to:

Adam Smith
City Manager | Municipal Executive
310 Greenwood St.
Grand Ledge, MI 48837
asmith@cityofgrandledge.com

APPLICATION DEADLINE:
Friday, July 15 at 12:00 PM

Job description, additional information, and application can be found at www.cityofgrandledge.com/jobs