

CITY OF MONROE
JOB DESCRIPTION

**Deputy Director of Economic and Community Development &
Neighborhood Services Coordinator**

Supervised by: Director of Economic and Community Development

Supervises Community Planner I (Grants). Coordinates with the Building Official on Code Enforcement and Rental Inspection Program.

General Summary:

Under the general guidance of the Director of Economic and Community Development, the employee is responsible for directing the City's Planning and Neighborhood Services Division with a focus on neighborhood redevelopment. The employee will oversee master plan document development and implementation, all land use planning functions including review and development of staff reports to the Citizens Planning Commission, and Zoning Board of Appeals in coordination with the Building & Zoning Official. The employee will be responsible for oversight of the City's CDBG Program, and other City grants related to economic development, housing redevelopment, and recreation programs. The employee will be responsible for preparing requests for qualifications/proposals for special planning projects along with management oversight. The position will coordinate with the Building Official and City Attorney's Office code enforcement activities as well as the Rental Inspection Program

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, coordinates, and leads the Planning and Neighborhood Services Division in a manner that promotes innovation, collaboration, and continuous improvement. Provides day-to-day oversight of the Planning and Neighborhood Services Division personnel to ensure efficient and effective delivery of service.

2. Serves as advisor to the Mayor, City Council, City Manager, and Director of Economic and Community Development. Establishes strong working relationships with City departments, along with the Citizens Planning Commission, and Zoning Board of Appeals. Serves as staff liaison to boards and commissions.

3. Works closely with appropriate federal, state, and local agencies. Develops and maintains positive and participative relationships with community leaders, residents, developers, contractors, organizations, and neighborhood associations to effectively develop, promote, implement and evaluate community development plans, initiatives, policies, systems, procedures, and programs.
4. Researches and anticipates the needs of the community related to neighborhood reinvestment and related services. Provides leadership and assistance in the development of realistic and achievable long and short-range goals, objectives, and action plans
5. Develops and implements training programs for Citizens Planning Commission, Zoning Board of Appeals and other related Board and Commission members, along with planning staff.
6. Personally engages in professional and positive customer relations and participates in issue resolution when appropriate. Works with other departments and the City Manager to ensure the timely and satisfactory planning and implementation of initiatives and projects and the resolution of issues.
7. Coordinates the preparation of the City's five-year capital improvement program along with presentations to the Citizens Planning Commission and City Council.
8. Oversees grant writing and administration. Oversees the administration of the City's Community Development Block Grant (CDBG) Program. Researches potential grant opportunities, financial resources, and incentives that promote development, re-development, neighborhood revitalization, and park and trail development projects.
9. Works strategically with the Economic and Community Development Director in conjunction with the City Manager to address long-term housing challenges and opportunities.
10. Coordinates and consults with other City staff, and seeks input from specialists and experts as needed.
11. Prepares requests for qualifications/proposals (RFQ/P) for professional services and manages consultant contracts.
11. Oversees administration and implementation of the City's Neighborhood Enterprise Zone Program.
12. Coordinates with the Building Official and the City Attorney's Office for code and blight enforcement, housing rental inspection program, and due on sale inspection program.

13. Serves as the Economic and Community Development Director during their absence.
14. Assists the Economic and Community Development Director in developing the Planning and Neighborhood Services Division's annual operating budget.
15. Performs other duties as required.

Required Knowledge, Skills and Abilities and Minimum Qualifications:

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.

Requirements include the following:

- A Bachelor's Degree in business, public administration, planning, and urban development or a closely related field, is required. A Master's Degree or the equivalent in business, public administration, planning, and urban development or a related field, is preferred. AICP certification is preferred.
- Five or more years in community planning, grant writing and administration, and neighborhood revitalization programs.
- A valid Michigan Vehicle Operator's driver's license, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of the best practices, procedures, methods, and techniques associated with community planning and grant administration.
- Knowledge of the principles and practices of progressive operations and staff leadership and management.
- Knowledge of local, State, and Federal programs, statutes, regulations, and procedural requirements related to planning, zoning, housing and neighborhood revitalization.
- Skill in handling difficult public relations issues with tact and diplomacy.
- Ability to write strategically targeted and effective grants.
- Skill in the use of office equipment and technology, including Microsoft and Google Suite applications and software specific to the department including GIS; and the ability to master new technologies.

- Ability to work constructively and interact professionally with state and federal program representatives, elected officials, planning boards and commissions, colleagues in other departments, the general public, co-workers, and the media.
- Ability to attend meetings and events outside of normal business hours.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read the regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works in an indoor office setting and occasionally works outdoors. The employee regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

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