

We Are **HIRING**



Community & Economic Development Director

Position Summary

This is a highly responsible professional position that includes administrative and managerial work related to planning, organizing, and directing the activities of the Community & Economic Development Department for a full-service incorporated city within the state of Michigan. Under the general supervision of the City Administrator, the Community & Economic Development Director plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal, and community and neighborhood stabilization.

Job Details:

Type: Full-Time

Salary: \$85-95,000 DOQ

Benefits: Health/Vision/Dental, MERS Retirement

Vacation/Sick Accrual, Paid Holidays

Min Edu: Bachelor's

Min Exp: 3-5 Years

Travel: 0-10%

To apply: send cover letter, resume, & references to mgreene@lathrupvillage.org



Visit Our Website
www.lathrupvillage.org



More Information
248-557-2600

CITY OF LATHRUP VILLAGE
JOB DESCRIPTION
COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

Supervised By: DDA Board of Directors
City Administrator

Supervises: DDA & Special Projects Manager, employees assigned to the Public Services department, volunteers, interns, and other administrative staff as assigned

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In each of these areas, the City Administrator shall provide guidance, direction, and oversight, but the Community & Economic Development Director shall ultimately be responsible for their own work product and shall be expected to provide satisfactory progress in all areas of community development. The Community & Economic Development Director shall make recommendations related to community development to the City Administrator, in conjunction with the public policies developed and decided by the City Council. Upon the direction of the City Administrator, the Community & Economic Development Director may also make recommendations to the City Council regarding proposed programs and policies that relate to economic development, planning and zoning, blight remediation, and other community development issues. Grant writing, grant procurement, grant administration, and grant reporting duties are also part of the responsibility of the Community & Economic Development Director, who, along with the City Administrator, shall help oversee all city grants. The Community & Economic Development Director shall be directly supervised by the City Administrator regarding day-to-day administration/management affairs.

Essential Job Functions:

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all 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.

- Plans, directs, and administers the City's economic and development initiatives including business development, recruitment, and retention. Researches, recommends, and implements various economic development programs and services. Evaluate past programs, analyze economic data, and prioritize new demands.
- Develop and administer programs and regulations guiding land use in the City. Coordinates and directs all operations of the planning department, and zoning administration, and prepares and updates planning-related studies.
- Provide project management for Capital Improvement Plans and projects. Coordinate, implement, and manage infrastructure projects related to establishing special assessment

districts, local & major streets, sidewalk replacements, lead & copper identification and replacement, water mains, sewer lines, fire hydrant replacement/refurbishment, and Southfield Road enhancements.

- Review private and public development consistency with the community master plans and zoning ordinances. Guides developers to comply with the master plan, planning documents, and development regulations. Explains alternative development methods and conducts field inspections of projects to ensure conformity to statutes and regulations. Oversees the site plan review activities of the department.
- Participates in the development and update of the City's Comprehensive Plan and Capital Improvement Plan that reflects the collective vision of the community. Conducts research, identifies development trends, and makes related recommendations.
- Draft revisions and amendments to the City Zoning and Sign Ordinances. Oversees the enforcement of zoning laws within the City. Ensures corrective measures are undertaken by landowners.
- Serves as liaison and advisor to the City Administrator, City Council, Planning Commission, Downtown Development Authority (DDA), and other authorities on land-use issues and public and private development activities. Attends meetings and coordinates efforts to promote commercial and downtown development.
- Services as the Planning Director for the City's Planning Commission. Works directly with the City Attorney to ensure that the City's Planning Commission and ZBA remain compliant with all relevant federal, state, and local laws, rules, and regulations.
- Works directly with the City Attorney to ensure that all the City's actions and ordinances relating to planning, zoning, blight remediation, and code enforcement are compliant with all federal, state, and local laws, rules, regulations, and ordinances.
- Serve as the Zoning Administrator for the City to ensure compliance with the City's Zoning Code.
- Serves as the Executive Director of the Downtown Development Authority (DDA). Prepares and oversees the DDA budget, provides public hearing notices, and carries out administrative duties of the DDA. Maintains all necessary records per administrative rules, contract language, and legal requirements, including State and Federal legislation and local ordinances and regulations, particularly relative to the DDA District. Compiles operational statistics and completes a variety of reports required by the City, State, and other funding agencies.
- Collaborate with DDA to develop and coordinate economic development marketing strategies and activities, create promotional materials, recruit new businesses to the area, and work with site selectors.
- Researches and secures grants and other funding opportunities for community and economic development initiatives. Prepares and submits applications and administers grant-funded projects. Works with appropriate public agencies at the local and state levels to obtain funding for critical elements of the funding project.
- Serves as the local Redevelopment Ready Community (RRC) Coordinator. Follows up on RRC initiatives and projects.

- Meets with community groups, specialists, contractors, and other stakeholders regarding group projects and initiatives. Attends meetings, provides technical guidance, and conducts research activities as requested. Works independently, with other departments, and with boards and committees on special projects as assigned. Coordinates processes, provides research and administrative support, and otherwise facilitates the successful completion of City projects. Coordinates endeavors with City staff and contractors as needed.
- Participates in the hiring and supervision of department employees, including DDA & Special Projects Manager. Assigns work, supervises personnel and contractors, provides training, evaluates performance, and takes disciplinary action according to established procedures.
- Works with private businesses and public agencies to enhance the City's economic viability.
- Assists the City Manager in the development of the City's yearly budget, specifically as it relates to all departments related to the Community Development Director's areas of supervision.
- Serves as a key liaison to the public, responding to routine and complex inquiries and assisting the public with a broad range of issues.
- May serve as the City Administrator in the absence of the City Administrator and City Treasurer.
- Keeps abreast of new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars.
- Performs other related work as assigned.

Required Knowledge, Skills, 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 accommodation may be made to enable individuals with disabilities to perform the job.

- A master's degree or equivalent in community or economic planning, public administration, or a related field is preferred.
- Three or more years of progressively responsible experience in community and/or economic development or related fields, including administration, place-making, and zoning administration responsibilities. Previous experience in a municipal setting is strongly preferred.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures on community and economic development.
- Thorough knowledge and understanding of applicable state and local land use ordinances and regulations.
- Thorough knowledge of City services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.

- Skill in the use of office equipment and technology, including computers, specialized financial systems, and other related software, and the ability to master new technologies.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to communicate effectively and present ideas and concepts orally and in writing and make public presentations.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings outside of normal business hours and travel to other locations.

Physical Requirements and Work Environment:

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

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email, or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals, or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet and can be loud in field situations.

The City of Lathrup Village provides an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state, or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.