

**Township of Grosse Ile Community Development/ Downtown Development
Authority Director**

Grosse Ile Township (population 10,750) is seeking to add a member to its executive management team in the position of Community Development Director. This employee also serves as the Director of the Downtown Development.

General Summary:

Grosse Ile Township's Community Development Director manages the day-to-day operations of the Department of Community Development including zoning, building, electrical, mechanical, and plumbing permit issuance, Planning Commission reviews, Zoning Board of Appeal reviews, Code Enforcement activities and master plan implementation.

The DDA responsibilities include working with the Township and DDA Board in determining overall development objectives and action plans and other developmental activities and has responsibility for the project oversight and administration. The Director enthusiastically and consistently promotes downtown development through various public relations initiatives; works cooperatively and effectively with businesses and property owners and prospective developers, identifies and secures grant-funding, and performs all administrative functions associated with DDA activities.

Responsibilities and Duties:

- Supervises all applications to the department, Planning Commission, and Zoning Board of Appeals for compliance with requirements.
Communicates with applicant and staff. Coordinates reviews with

applicable departments. Assembles reviews and prepares for permit or agenda.

- Supervises department employees and oversees proper records keeping. Responsible for procedural coordination between the public, contractors, staff and departments.
- Department contact person with Township Engineer and Planning Consultant for all matters pertaining to the department.
- Supplies new and existing homeowners with information regarding properties, building codes, and ordinances.
- Coordinates the dangerous buildings hearing process with the Building Inspector and staff.
- Meets with Township Officials, citizens, and representatives of industry and civic groups to review complaints, explain departmental programs, discuss operational plans, and develop good public relations.
- Attends and participates in meetings of the Township Board and various Commissions, (Planning Commission, Zoning Board of Appeals, and Downtown Development Authority), as needed.
- Organizes and develops planning programs to ascertain community needs and desires related to growth and development issues.
- Acts as expert staff for the DDA Board by assisting in the preparation of developmental plans and the scope and timing of specific projects pertaining to downtown revitalization.
- Provides day-to-day oversight of projects in progress, acting as the DDA's representative. Reviews and authorizes invoices, maintains all financial and project data, ensures timeline and task execution of all projects.
- Acts as downtown/district advocate. Creates and maintains a cooperative working relationship with existing and new business owners/operators, residents and local agencies. Maintains and disseminates information pertaining to the district as a whole, specific projects, existing amenities, tax and financial inquiries, etc.

- Promotional events. Maintain and create promotional events that promote the downtowns area. The ability to project manage all DDA events by coordinating details to each event including the use of event contractors.
- Develop and maintain inventory of downtown businesses.
- Work with Township Planner to make recommendations for downtown design, signage, traffic management, pedestrian walkability, bike connectivity and related infrastructure factors.
- Economic development. Aggressively promote and develop business retention and attraction strategies. Organize and administer programs that are used as assets for economic development.
- Oversees the Township's participation in the State of Michigan's Economic Development Corporation's Redevelopment Ready Communities Program.
- Seeks out grant opportunities and prepare grant applications for a variety of community development projects in conjunction with the DDA.
- Informs the Township Manager of department progress and activities and of significant contacts with the public, elected officials and media.
- Performs other related duties as assigned by the Township Manager.

General Responsibilities:

- Administers day-to-day departmental activities
- Develop and manages departmental budgets
- Administers departmental policies
- Oversees personnel matters
- Long-range planning
- Re-write ordinances when necessary
- Open space management program
- Grant writing
- Special projects
- Assist the Planning Commission, DDA, and Zoning Board of Appeals
- Environmental compliance

- Geographic Information System Development

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.

Knowledge, Skills and Abilities:

- Skill in use of computer systems, social media platforms and all Microsoft applications (especially Word, Excel and Publisher) and Adobe Acrobat.
- Knowledge of budgeting and financial management with skills in quantitative analysis.
- Individual should be self-motivated and organized.
- Strong verbal and written communication skill. Ability to make effective presentations at public speaking events, media interviews, and represents the Planning Commission and DDA in public relations matters. Strong technical writing skills are required for grant writing and tracking, preparation of Board meeting packets, and meeting minutes. Creative writing skills for content on promotional materials, newsletters, press releases and other online presence sources.
- Superior verbal and written communication skills. Produce written documents with clearly organized thoughts using proper sentence contraction, grammar and punctuation. Communicate with individuals and groups in face-to-face or telephone settings.
- Ability to establish and maintain cooperative working relationships with Township officials, employees, business owners, residents, boards, commissions and the general public.
- Thorough knowledge of the principals, practices, laws and regulations governing building, planning, zoning, ordinance enforcement, and downtown development.

- Knowledge of personnel management, public administration, planning, and budgeting.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work outside normal business hours.

Education:

Graduation from a four-year college or university with major coursework in public administration, planning or a field related to planning and downtown development or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Salary \$70,000 - \$80,000 DOQ.

Valid Michigan driver's license.

The Township of Grosse Ile does not discriminate based upon race, creed, color, religion, sex, height, age, national origin or against individuals with disabilities.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance (Blue Cross Blue Shield)
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Defined Benefit Retirement plan (Pension)

Experience:

- Local Government: 1 year (Required)
- Supervisory: 1 year (Required)

Work Location: In person

How to apply:

Submit resume and cover letter in person or via USPS - Grosse Ile Township Hall, 9601 Groh Rd. Grosse Ile MI 48138 or via email at derekt@grosseile.com

Application Deadline:

Close of business- November 17, 2025