CITY OF TUALATIN
Classification Description

Job Title: Community Development Director
Department: Community Development
Reports To: City Manager
FLSA Status: Exempt

SUMMARY: Manages the City's Community Development Department including Planning and Economic Development/Urban Renewal Divisions. Develops and interprets the Tualatin Community Plan and its implementing regulations, markets the City for investment and development, and implements projects within the Urban Renewal District(s). Advises City Manager/TDC Administrator, City Council/Tualatin Development Commission and citizen boards and committees on community development matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops, plans and implements department goals and objectives; determines and administers policies and procedures. Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations.

Administers and interprets the Community Plan and its implementing regulations; ensures the Community Plan meets the goals described by regional and state planning agencies, City Council, citizen advisory boards and committees; prepares and presents staff reports to City Council, Tualatin Development Commission, citizen advisory boards and committees; responds and resolves difficult citizen inquiries and complaints.

Supervises and participates in the development and administration of the Community Development Department’s budget; monitors and approves expenditures.

Markets economic development proposals to a broad range of private and public audiences.

Oversees and evaluates the execution of the City’s urban renewal program.

Provides information and assistance to developers and the general public on matters related to development requirements in the City, the planning process and City Council procedures.
Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises employees in the Community Development Department. Oversees work of outside consultants.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives; Supports everyone’s efforts to succeed; Gains cooperation through discussion and persuasion.

Change Management - Develops workable implementation plans; Builds commitment and overcomes resistance; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Improves processes, products and services; Select, supervise, train and evaluate assigned staff.

Ethics - Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Maintains confidentiality.

Organizational Support - Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
Motivation - Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Quality - Demonstrates accuracy and thoroughness.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Knowledge & Ability:

Knowledge of: organization and management practices as applied to the development, implementation and evaluation of programs, policies and operational needs; modern and complex principals and practices of community development and administration; Oregon land use laws and procedures, Federal, State and local laws, codes and regulations; principals and practices of organization, administration and human resources management; principals and practices of budgeting, grant preparation and fiscal administration; principals of supervision, training and performance evaluation; planning, engineering, economic development and urban renewal principals and practices.

Ability to analyze problems, identify alternate solutions and consequences of proposed actions. Implement recommendations in support of goals. Effectively administer a variety of planning, economic development and urban renewal activities. Prepare and administer grants and budgets. Apply Federal, State and local policies, procedures, laws and regulations. Ability to ably represent the City at a regional and statewide level. Ability to establish and maintain cooperative working relationships with private and public stakeholders.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
**Computer Skills:** To perform this job successfully, an individual should be able to operate a personal computer and have knowledge of Spreadsheet and Word Processing software.

**EDUCATION and/or EXPERIENCE:** Five years demonstrated experience in any one or more of the following: project administration, economic development or urban renewal, including two years of supervisory experience. Graduation from an accredited college or university with a Bachelor's degree in Urban Planning, Public or Business Administration, Economics or related field. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.