

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Director of Community Development	Department:	Community Development
Requisition Number:	2018097		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$110,498.61 to \$119,646.28 Annually
Date Posted Up:	3/8/18	Date Posted Down:	3/21/18
Time Up:	12:00 pm	Time Down:	5:00 pm

SUMMARY

Working under the direction of the Mayor of the City of Fort Wayne, incumbent plans, coordinates and directs programs and staff of the Division of Community Development. This position is a political appointive position and the incumbent serves at the pleasure of the Mayor. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following.

- Formulates and implements policies and procedures for programs and activities undertaken by the Division;
- Oversees day-to-day activities of the Division, including conducting staff meetings with department heads and senior staff to review status of work programs and current issues;
- Attends numerous and varied meetings such as City Council, Plan Commission, Board of Zoning Appeals, Redevelopment Commission, etc.;
- Acts as liaison to the Housing Authority and other federal and state agencies;
- Prepares and/or approves Fiscal Reports, departmental budgets, Community Development Block applications, CD Annual Report, Capital Improvement Program, and various other reports and grant proposals;
- Reviews and approves payroll of entire division;
- Performs performance evaluations on department heads and senior staff;
- Communicates effectively both orally and in writing,
- Any and all other duties as assigned.

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Manages subordinate supervisors who supervise employees in the Planning, Research, CD Projects, OHNS, Fiscal, Community Development Corporation, Redevelopment, Land Use and Development, NCE, and Permitting Departments. Is responsible for the overall direction, coordination, and evaluation

of these units. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

- Master's Degree or equivalent; and four to ten years related experience and/or training; or equivalent combination of education and experience;
- Broad knowledge of the principles, theories and practices of urban planning, economic development and redevelopment;
- Mastery of the field of urban planning and economic development;
- Experience in grant administration and budget preparation, and substantial experience working with government agencies;
- Ability to develop project plans and programs designed to improve or expand present programs or incorporate new ones;
- Ability to communicate effectively in order to manage staff and work with City Boards and Commissions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and climb or balance. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.