

CITY of NORTH OLMSTED

An Equal Opportunity Employer
POSITION DESCRIPTION

Page 1 of 3

Employee Name:		Position Title:	Director of Economic & Com Development
Dept.:	Economic & Com Development	Employment Status:	Full-Time
Reports to:	Mayor	FLSA Status:	Exempt - Executive
Normal Hours:		Civil Service Status:	Unclassified

GENERAL DESCRIPTION:

Appointed by the Mayor and working under the overall direction of the Mayor, the Director is responsible for strategically positioning, organizing, directing, supervising, and accepting accountability for the Economic and Community Development Department. The Director is the executive official in charge of the department and implements all legislation adopted by City Council. The Director shall confer with the Mayor in developing the strategic direction of the department. The Director defines, plans and implements programming for the department and divisions and develops appropriate policies and procedures to guide subordinates in carrying out the work. The Director is accountable for the effectiveness of the public services offered by the department and its divisions. The Director is responsible for maintaining fiscal integrity in the department and its divisions and further responsible for ensuring that the highest public service values are reflected in the conduct of its personnel.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelors or Master's Degree in City Planning, Urban Studies or related field, with at least two (2) years' experience in the City Planning and Zoning Administration and shall be a member in good standing of the American Institute of Certified Planners are preferred; or any combination of education and experience sufficient to successfully perform the essential duties may be considered.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must have a valid State of Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.), and has exposure to possible injury due to unclean or unsanitary conditions. Must frequently lift and/or move up to thirty (30) pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101:

1. Oversees the operation of the Economic & Community Development department; responsible for development, maintenance, and periodic update and administration of City's Master Plan, Planning and Zoning code; plans long-term goals and objectives for the department and oversees the strategic

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

9/13/2023

CITY of NORTH OLMSTED

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Page 2 of 3

Employee Name:

Position Title: Director of Economic & Com Development

planning for and the development and delivery of services to citizens and internal consumers; prepares policy recommendations for Mayor and assures compliance with applicable statutory and regulatory requirements and professional standards governing field; etc.

2. Prepare, submit, oversee and manage grant application process from beginning to end including but not limited to regional government, State and Federal entities.
3. Assists in interdepartmental review of subdivisions and development plans with the directors of other affected departments; reviews all plans submitted to the department; conducts conferences with owners or developers and necessary department heads before presentation to the Planning and Design Commission; ascertains plats and/or plans comply with all relevant City ordinances and that all necessary plans, plats and other documents required by the City Platting and Zoning Code, and any other applicable codes, are presented to the Planning and Design Commission; administers and implements plans and programs for comprehensive and orderly development of City; etc.
4. Supervises the work activities of subordinate personnel (e.g., monitors employee performance to ensure compliance with policies and procedures; determines staffing levels and modifies work assignments as necessary to respond to operational needs; interviews candidates and makes hiring recommendations; oversees training of staff; provides direction and guidance to subordinates; administers employee discipline; adjusts employee grievances; etc.).
5. Serves as member of senior management team providing Mayor with input on policy issues affecting the department and in general; attends meetings of City Council and other such committees, boards and commissions as deemed necessary by Mayor; serves as liaison for the department; meets with community groups and other interested parties for purpose of promoting City programs and division objectives, policies; seeks to resolve problems and exchange information with residents, officials, vendors; etc.
6. Prepares annual operating and capital budget requests; monitors expenditures to ensure expenses do not exceed appropriations; evaluates current functions and operations and makes appropriate adjustments; estimates costs for new facilities; formulates short and long-range department budgetary goals and objectives; conducts assessments of department needs; etc.
7. Develops and implements policies, programs, plans and strategies for retention, expansion and location of business, offices and industries in the City in a manner consistent with City Master Plan.
8. Maintains required licensures and certification.
9. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

CITY of NORTH OLMSTED

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POSITION DESCRIPTION

Page 3 of 3

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Position Title: Director of Economic & Com Development

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City, department, and division goals and objectives;* City, department, and division policies and procedures;* personnel rules and regulations; budgeting; government structure and process; supervisory principles and practices; manpower planning; employee training and development; project management; local geographic area; Rural and Urban regulations and laws governing planning, zoning, and construction; rural and urban planning; public relations; community resources and services; Munis software.*

Skill in: use of office equipment.

Ability to: interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; compile and prepare reports; prepare maps, charts, graphs, or plans; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; read development plans; develop and maintain effective working relationships; prepare and deliver speeches and presentations; communicate effectively.

POSITIONS DIRECTLY SUPERVISED:

Planner
Administrative Secretary
City Engineer

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted _____
Date Revised _____

Developed by:
Clemans, Nelson & Associates, Inc.

9/13/2023