

VILLAGE OF ARCHBOLD

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:	Position Title: Community Development Director
Dept.: Engineering	Employment Status: Full-time
Reports to: Village Administrator	FLSA Status/Pay: Non-Exempt
Normal Hours: 8:00a – 4:30p Requires Evening Work	EEO Status: 03 - Technicians

QUALIFICATIONS: An example of acceptable qualifications:

Preferred qualifications include a Bachelor's Degree in Urban and Regional Planning, Public Administration, Business Administration, Engineering, Building and Construction, Economic or Community Development, or a related field, plus two (2) or more years of related experience and/or training. An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities may be accepted. A Bachelor's Degree in Public Administration or a closely related field may substitute for two (2) years of related experience.

Experience in municipal planning, zoning administration, community development, economic development, land use planning, development review, or a related field is preferred. Experience working with property owners, developers, businesses, governmental agencies, consultants, or the public is also preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan.

Professional certifications in planning, zoning, economic development, GIS, or related fields are desirable but not required.

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

Motor vehicle, measuring wheel, tape measure, calculator, computer, GIS and mapping software, computer-aided design and drafting software, Microsoft Office and other business software, mobile phone, copier, scanner, telephone, and other standard modern business and office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Employee works in the vicinity of floor or wall openings, elevated platforms, and/or runways; ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., construction equipment); is exposed to possible injury from unclean or unsanitary conditions; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to extreme non-weather related heat or cold; and has exposure to hazardous driving conditions.

This position is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Under the general direction of the Village Administrator, the Planning Director is responsible for leading and coordinating the Village's overall planning, zoning, land use, and community development efforts. The purpose of this position is to promote responsible growth, quality development, investment, redevelopment, and long-term community vitality while ensuring that development is consistent with the Village's Comprehensive Plan, zoning regulations, adopted policies, infrastructure capabilities, and community objectives.

The Planning Director plays a key role in helping shape the Village's future and is expected to approach planning and development proactively by identifying opportunities, anticipating challenges, and developing practical solutions. The Planning Director serves as a primary point of contact for property owners, residents, businesses, developers, real estate professionals, contractors, consultants, and other stakeholders regarding land use, development, zoning, and community improvement opportunities.

The position works collaboratively with the Village Administrator, Village Engineer, Planning Commission, Board of Zoning Appeals, Community Improvement Corporation, Village Council, consultants, regional partners, and other Village departments and officials. The position requires initiative, independent judgment, strategic thinking, confidentiality, strong communication and interpersonal skills, and the ability to balance property rights, community character, infrastructure capacity, economic opportunity, and the long-term interests of the Village.

1. **Lead and coordinate the Village's planning and community development efforts**, with an emphasis on responsible growth, redevelopment, investment, housing, business development, land utilization, and long-term community sustainability.
2. **Implement and advance the Village's Comprehensive Plan and long-range planning objectives.** Evaluate existing land use patterns, identify future development opportunities and constraints, and recommend updates to planning policies, zoning regulations, development standards, and related programs as community needs change.
3. **Guide prospective development from concept through approval**, serving as a primary point of contact for property owners, businesses, developers, real estate professionals, contractors, and other applicants. Assist applicants in understanding Village requirements, identify potential issues early, coordinate necessary reviews, and help develop practical solutions that facilitate quality development while protecting the Village's long-term interests.
4. **Manage the Site Plan Review and development review process**, working closely with the Village Engineer, Planning Consultant, Village Administrator, and other departments or agencies. Review site plans, development plans, plats, maps, blueprints, and related documents for consistency with applicable zoning, land use, infrastructure, and development standards.
5. **Identify and pursue opportunities for community and economic development.** Work with the Village Administrator, Community Improvement Corporation, businesses, property owners, developers, regional organizations, and other partners to encourage investment, redevelopment,

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business expansion, property utilization, and other initiatives that strengthen the Village's economic base and quality of life.

6. **Assist in developing and implementing strategic growth initiatives**, including identification of development-ready land, redevelopment opportunities, housing opportunities, commercial and industrial development opportunities, infrastructure needs, and other projects that support the Village's future growth.
7. **Provide professional planning recommendations to Village officials**, including the Village Administrator, Planning Commission, Board of Zoning Appeals, Village Council, and other committees. Research planning and development issues, evaluate alternatives and potential impacts, and present clear recommendations to support informed decision-making.
8. **Administer and interpret the Village's zoning and land use regulations**. Review zoning permit applications, provide guidance regarding applicable requirements, approve or deny applications as authorized, collect applicable fees, maintain records, and ensure consistent application of the Village's zoning regulations.
9. **Oversee zoning and property maintenance code enforcement**, including coordination with the Zoning Inspector and Code Enforcement Officers. Investigate complaints, conduct or direct inspections, communicate with property owners, pursue voluntary compliance when appropriate, and initiate formal enforcement proceedings when necessary.
10. **Plan, coordinate, and attend meetings of the Planning Commission and Board of Zoning Appeals**, as well as other related meetings as needed. Prepare agendas, staff reports, maps, exhibits, recommendations, and other supporting materials and provide professional planning and zoning information to assist boards and commissions in their decision-making.
11. **Evaluate the Village's land use and development regulations on an ongoing basis**. Identify outdated, unclear, conflicting, or unnecessarily restrictive provisions and recommend changes that improve predictability, encourage appropriate investment, protect community character, and reflect current and anticipated development needs.
12. **Develop and maintain relationships with the development community and regional partners**. Maintain regular communication with property owners, developers, businesses, real estate professionals, county and regional agencies, economic development organizations, and other stakeholders to understand development opportunities, emerging trends, and community needs.
13. **Promote an efficient and customer-focused development process**. Continuously evaluate procedures and identify opportunities to reduce unnecessary delays, improve communication, coordinate departmental reviews, establish clear expectations, and provide applicants with consistent, professional, and timely service.
14. **Utilize GIS, mapping, data, and other planning technologies** to evaluate land use, development patterns, infrastructure, property characteristics, community needs, and future growth opportunities. Maintain and update zoning maps, planning data, utility and property information, project files, and related geographic information.
15. **Research and assist with grants, incentives, programs, and funding opportunities** that support community development, infrastructure, housing, redevelopment, economic development, planning, and other Village priorities.
16. **Monitor development trends and emerging issues** affecting the Village, including housing, commercial and industrial development, infrastructure capacity, land availability, redevelopment opportunities, changing development practices, environmental considerations, and regional growth patterns, and proactively communicate potential opportunities and challenges to Village leadership.

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17. **Perform research and prepare reports, presentations, maps, analyses, and recommendations** related to planning, zoning, development, economic development, community improvement, and other Village projects.
18. **Assist the Village Administrator and other Village officials with special projects and strategic initiatives**, particularly projects involving land use, community development, economic development, redevelopment, property utilization, infrastructure planning, or long-term Village growth.
19. **Provide respectful, professional, positive, and solutions-oriented service** in all interactions with internal and external customers. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with others to provide quality and seamless customer service.
20. **Attend appropriate training, conferences, workshops, seminars, and professional development opportunities** to remain current regarding planning practices, zoning, economic development, GIS, development trends, building regulations, grant opportunities, and applicable laws and regulations.
21. Maintain required licensure or certification, if any. Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Demonstrate regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Perform other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: Zoning codes and administration; land use planning; comprehensive planning; community and economic development principles; development review processes; site planning and development standards; subdivision and land development practices; property maintenance and code enforcement; real estate and development processes; infrastructure and development considerations; community and regional planning trends; economic development programs and incentives; grant programs and funding opportunities; GIS and planning technologies; office practices and procedures; *Village/department goals and objectives; *Village/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; computer programs and applications (e.g., Microsoft Office, GIS, AutoCAD, etc.); community resources and services; governmental structure and processes; applicable state, federal, county, and local laws and regulations; local geography; English grammar and spelling; drafting; zoning and building codes; and principles of public service and customer relations.

Skill in: Analyzing development proposals, site plans, blueprints, maps, drawings, legal descriptions, technical documents, and land use information; interpreting and applying zoning and development regulations; identifying development opportunities and constraints; coordinating projects involving multiple stakeholders; communicating technical planning information to elected officials, applicants, residents, developers, and the general public; facilitating meetings and discussions; developing professional recommendations and reports; researching planning and development issues; using GIS and other planning technologies; identifying practical solutions to development challenges; managing multiple priorities and projects; maintaining accurate records and planning files; operating computers and modern office equipment; and providing professional customer service.

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Ability to: Think strategically and proactively about the Village's future growth and development; evaluate the long-term implications of land use and development decisions; identify opportunities for investment, redevelopment, housing, business growth, and community improvement; translate broad community goals into practical planning initiatives; analyze problems, gather and evaluate information, develop alternatives, and make sound recommendations; balance competing interests while maintaining the Village's long-term objectives; interpret and consistently apply laws, regulations, policies, and development standards; work collaboratively with developers and property owners to identify solutions that meet community standards and facilitate quality development; manage projects from concept through implementation; communicate effectively with individuals and groups having varying levels of technical knowledge; establish and maintain effective working relationships; exercise independent judgment and discretion; handle sensitive and potentially controversial matters professionally; represent the Village in a positive and professional manner; respond to public inquiries and complaints tactfully and impartially; prepare reports, correspondence, presentations, maps, and other documents; maintain accurate records; understand and interpret technical, financial, legal, and planning documents; use mathematical formulas and principles of plane and solid geometry as necessary; and continuously seek opportunities to improve planning processes, encourage responsible growth, and strengthen the community.

POSITIONS DIRECTLY SUPERVISED:

Zoning Inspector and Code Enforcement Officers

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)