HARRISON TOWNSHIP

POSITION DESCRIPTION

Development Director

GENERAL PURPOSE:
Performs a variety of supervisory, administrative, and professional work in development and is responsible for community and economic development functions. In addition, the position is responsible for the administration and supervision of planning, zoning and code enforcement functions and department staff.

SUPERVISION RECEIVED:
The Development Director is expected to be able to perform duties and carry out the responsibilities of the Development Department with little or no direct supervision; however, Development Director is directly responsible to the Township Administrator.

SUPERVISION EXCECISED:
Exercises supervision over Development Department staff, either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The Development Director is responsible for all community and economic development functions for the township. This includes zoning, code enforcement, grant applications, neighborhood improvement and stabilization functions, business retention and expansion efforts and supervision and management of all department staff.

1. Coordinates all zoning and code enforcement activity.
2. Coordinates all community development activity. This includes submitting grant applications, supporting and growing neighborhood group activity, identifying and coordinating neighborhood partners and the setting of goals and objectives for neighborhood improvement and stabilization.
3. Coordinates all land bank activity in the township.
4. Coordinates all economic development activity. This includes business retention, business expansion, monitoring trends in economic development, engaging with local, regional and state economic development organizations and reporting relevant information to the Administrator and Board of Trustees.
5. Sets goals and objectives for the Development Department.
6. Prepares annual budget and projections necessary to determine appropriate level of funding for the department.

7. Joins professional organizations and other groups or agencies useful to the department and attends meetings as appropriate.

8. Performs other Administrative duties assigned by the Township Administrator.

9. Supervises all activities of the department.

POSITION REQUIREMENTS:
In order to discharge the duties of Development Director, an individual must be able to perform or have the ability to do the following activities.

1. Graduation from an accredited four year college or university with a degree in public administration, land use planning, urban planning or related field.

2. Three (3) years of experience, including management, in planning, zoning or community development or related field; or

3. Any equivalent combination of education and experience.

4. Read, understand and interpret rules and regulations, and apply those rules and regulations to real world situations.

5. Use discretion in exercising the appropriate degree of authority in various situations, using tact and diplomacy in the enforcement of Township rules, codes and regulations.

6. Make decisions regarding enforcement of various Township regulations and take appropriate action per departmental policy.

7. Communicate effectively, both verbally and in written form.

TOOLS AND EQUIPMENT USED:
Personal computer, including word processing software; motor vehicle; calculator; phone; copy and fax machine.

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.
Work is performed often in office settings however, some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, grasp, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee is occasionally required to perform field inspections over various topographical conditions, with slopes ranging from flat (0%) to severe (12%). This involves the ability to negotiate different types of terrain with mobility to control body direction (traversing over curbs and obstacles, gravel, unimproved paths and roadways, tile and carpet).

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Visually define, recognize, evaluate and differentiate objects such as written information, messages, warning signs and safety hazards that may be encountered during field inspections. Receive audible messages, correspond verbally and convey the meaning/message to others without special equipment is essential.

Drive a motorized vehicle in all types of traffic and weather conditions.

Possess skills sufficient to effectively manage the affairs of the department.

Possess minimal skills in graphic arts and drafting.

Have a valid Ohio Drivers License, with no serious moving violations within the past three (3) years.

Possess at a minimum a bachelor’s degree in planning or related field and five years of experience in planning and/or zoning.

**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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.
**SELECTION GUIDELINES:**
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.