City of Rapid City
Job Description

<table>
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<tr>
<th>Job Title</th>
<th>Community Development Director</th>
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<td>Job Code:</td>
<td>CPDR</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>NU27</td>
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<td>Date Revised:</td>
<td>12/14/2020</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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General Summary: This position is responsible for the daily operations of the City’s Community Development Department. The Director is a member of the Mayor’s leadership team and is appointed by and reports to the Mayor of Rapid City. This position is responsible for managing the operations of the department divisions and workgroups including building services, current planning, long range planning, transportation planning, administrative services, air quality program and historic preservation programs.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assumes full management responsibility for the Department’s services and activities; oversees and anticipates in the development of policies and procedures; oversees and facilitates the development and implementation of goals, objectives, policies, and priorities for each assigned service area; and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.

- Develops, implements, and maintains the City’s Comprehensive Plan; directs current and advanced planning activities including zoning, development applications, subdivisions, variances, environmental reviews, and design review activities. Presents and justifies proposed plans, plan revisions, ordinances, and other recommendations that involve current and long range planning objectives.

- Directs and participates in the preparation of planning studies including the analysis, review, and presentation of narrative and statistical findings and recommendations. Oversees and participates in the development and administration of the department’s budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; and approves expenditures and implements budgetary adjustments as appropriate and necessary.

- Explains, justifies, and defends assigned department programs, policies, and activities; negotiates and resolves sensitive and controversial issues; represents the Department to executive staff, elected officials, other groups, and outside agencies; and coordinates assigned activities with those of other groups, outside agencies, and organizations.

- Manages department staff to ensure fair, consistent and effective building and development processes with the goal of facilitating rather than regulating appropriate developments, as identified in the Comprehensive Plan.

- Provides management oversight for the Metropolitan Planning Organization (MPO); including providing technical assistance on transportation planning activities to various boards and committees, directing the writing of grants, as well as the administration of all state and federal grant requirements.

- Provides management oversight for the City and County’s Air Quality programs including coordination with all federal, state and local regulations, technical and professional staff, the City Council, the County Commission, the Air Quality Board, industry and the public, as well as the development community, and administers all state and federal grant requirements.
• Develops, coordinates and manages economic development programs including the Tax Increment Financing program and other economic development and public-private partnerships as assigned.

• Develops partnerships and strong working relationships with other departments and work groups, and elected and appointed officials in order to attain excellent customer service as well as the City and the Department’s goals.

Qualifications:

Education and/or Experience:

Master’s degree in Planning, Architecture, Civil Engineering, Geography or related field from an accredited college/university and 5 (five) years directly related experience as a Planning Director OR a Bachelor’s Degree in Planning, Architecture, Civil Engineering, Geography or related field and 10 (ten) years of progressively responsible Planning experience with at least 2-3 years in a Planning Director role AND/OR a relevant combination of experience and education that is deemed suitable by the hiring authority. The ideal candidate will possess broad programmatic experience in municipal planning including a minimum of 5 (five) years supervisory/staff management experience.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. American Institute of Certified Planners (AICP) certification required or ability to successfully obtain within one (1) year of hire date.

Working Conditions:

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 is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate. Most work is performed indoors in an office where noise and interruptions often occur.

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 talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.