

## CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	<b>Director of Community Development</b>	Department:	Community Development
Requisition Number:	2024093		
Hours:	8:00 am to 5:00 pm, may vary as needed.	Rate of Pay:	\$140,000.00 to \$160,000.00 Annually
Date Posted Up:	1/16/24	Date Posted Down:	Until Filled
Time Up:	3:00 pm	Time Down:	

### 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. Incumbent works with the Administration in developing the overall mission statement of the Division, in the determination of departmental policies, the planning of short and long term goals and making decisions regarding the directions, strategies and priorities of the Division. Incumbent organizes and coordinates the activities of various units of the Division and allocates natural, human and financial resources available. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting the strategic and day-to-day operations of the Division. 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. This position is a political appointive position, and the incumbent serves at the pleasure of the Mayor.

The Community Development Division is made up of the Strategic Planning & Policy, Redevelopment, Economic Development, Housing and Neighborhood Services, Neighborhood Planning and Engagement, Community Development Corporation and Neighborhood Code Compliance workgroups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include having a broad knowledge of the principles and practices of urban planning, economic development and redevelopment; the ability to lead and manage the staffing, operational, capital and funding needs of a multi-disciplinary Division of the City; the ability to effectively interact with the public, City Council, City incumbents, other units of local, state and federal government, various boards and commissions, various media sources and outside agencies to communicate and represent projects, initiatives, policies of the Administration and the Division with accuracy, patience, tact, respect, and professionalism; the ability to develop and maintain professional work relationships within all divisions of the City and with external key stakeholders; the ability to make effective and sound decisions based on available information; and the following.

### Planning/Implementation

- Formulates and implements policies and procedures for programs and activities undertaken by the Division;
- Organizes and supervises social, economic, and market research and studies competitive conditions between the public, non-profit and private sectors;
- Ability to ensure compliance;

### Operations

- Ensures proper resourcing within the Division including staffing, contract and/or consultant engagement, budgeting is in place to allow for the effective and timely implementation of projects and policies of the Administration and 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;

### **FISCAL**

- Develops strategies, programs, projects that includes application and integration of public finance structures, taxation and collection, budgeting and use of public funds;
- Prepares and interprets complex financial structures with multiple public and private funding sources;
- Leads and oversees the development of Division related budgets for operational and capital related costs, programs and initiatives;

### **Information/Communication**

- Develops and sustains key relationships in the community that complements Division goals;
- Informs the general public, City, County, State Government officials, boards and commissions and other groups informed about the capabilities, plans, and activities of the Division;
- Initiates the collection, analysis, and writing of management policies and guidelines, plans, procedures, and management control reports to make Division operations more effective;
- Provides visible leadership in community in communicating and enhancing the Divisions presence;
- Attends numerous and varied community based meetings, boards and commission meetings, etc.;
- Performs performance evaluations on department heads and senior staff.

### **MARGINAL FUNCTIONS**

Performs any and all 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 Deputy Directors who supervise employees within the workgroups. Is responsible for the overall direction, coordination, and evaluation of Planning, Research, CD Projects, OHNS, Fiscal, Community Development Corporation, Redevelopment, Land Use and Development, NCE, and Permitting Departments. 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 individual must be able to develop plans, goals and expectations for the Division and provide leadership and planning to ensure implementation of projects and policies of the Division on behalf of the Administration. 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 five to ten years related experience and/or training; or equivalent combination of education and experience;

- Broad knowledge and application of the principles, theories and practices of urban planning, economic development and redevelopment;
- Experience in program and project development and management;
- Experience with real estate related transactions;
- Experience in grant administration and budget preparation, and substantial experience working with government agencies;
- Experience in managing an organization with multi-disciplinary departments and workgroups;
- Experience managing supervisory staff and subordinate employees to ensure appropriate performance with various departments and staff.

#### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to create and interpret various forms of complex contracts and agreements;
- Communicates effectively both orally and in writing;
- Ability to interpret and apply local, state and federal codes and laws;
- 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 various City Boards and Commissions;
- Desire and ability to meaningfully engage with internal and external community stakeholders and be a trusted and invested member of the Fort Wayne community.

#### **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](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.