

# CITY OF LAS VEGAS CAREER OPPORTUNITY

Applications are being accepted for a fulltime Community Development Director for the City of Las Vegas Community Development Department.

**Entry level:** PER PAY PLAN


**Nature of Job:** Responsible for directing and supervising department personnel to perform efficiently and effectively in the areas of Planning Zoning, Business Licensing, Land Development, Code Enforcement, Animal Services, Historic Preservation, Building Permits, Drafting, Research, special projects and Special Events and Film. This position involves development of new programs, policies, procedures, and goals for progress to occur within these areas of Community Development. The position oversees the preparation of budgeting, provider contracts funded by lodgers tax for tourism and promotion, provider contracts for economic development services and contracts associated with historic preservation. Reviews existing ordinances, in the areas of zoning, and directs staff to enforce ordinances. Plans revisions to ordinances and coordinates with appropriate staff to carry out implementation of revised ordinances. Evaluates employees and provides feedback on their level of performance in their positions. Briefs City Manager on issues relative to staff performance when requested to do so or on a regular basis. Performs special assignments as directed by the City Manager. Prepares and presents operating budgets for the Community Development Department. Maintains effective office functions in the department, coordinates special projects, and plans and encourages continued training for department personnel. Works directly with other Executive Department Directors and community leaders to foster open communications between the Community Development Department and its functions relative to the community. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** High School Diploma or equivalent. BA/BS Degree in Business Administration or Community Development related fields. Minimum of two years of experience in management in municipal government or private enterprise. Minimum of two years of experience in personnel supervision. Valid NM Driver's License, and must be insurable by the city's insurance carrier.

**Posted:** General Public: June 28, 2017 - Until Filled

**General Public:** Defined as any person interested in the position who meets the qualifications as well as any City employee who did not meet the in-house deadline. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed/approved for publishing by:

  
Richard R. Trujillo, City Manager

  
Ciprié Gonzalez  
Human Resource Manager