



## **JOB ANNOUNCEMENT**

### ***Open to the Public***

**OPEN DATE: September 29, 2021**

**CLOSE DATE: Open Until Filled**

**JOB TITLE:** Community Development Director

**PAY RANGE:** \$65,000 – \$70,000.00(Based on experience)

**DEPARTMENT:** Community Development

### **SUMMARY**

The Community Development Director is responsible for directing and supervising department personnel to perform efficiently and effectively in the areas of Planning Zoning, Business Licensing, Land Development, Historic Preservation, Building Permits, Drafting, Research, and Special Events and Film. Development of new programs, policies, procedures, and goals for progress to occur withing these areas of Community Development.

### **DUTIES AND RESPONSIBILITIES**

- Oversees the preparation and management of the Community Development budget.
- Prepares contracts funded by lodgers tax for tourism and promotion
- Prepares 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.
- Prepares, coordinates, researches, and locates grant or loan applications as required.
- Administers grant and/or loan programs assigned by the City Manager.
- Maintains revenue and expenditure ledgers on all grant and loan programs assigned by the City Manager.
- Prepares joint powers agreements, resolutions, and contracts for grant and loans in coordination with the City Attorney.
- Prepares letters to private foundations and other sources requesting funding assistance on behalf of various city related projects.
- Works with the City Manager and Executive Department Directors regarding necessary city budgeting to match applicable grant and/or loan programs. Communicates with the Finance Director on all assigned grants or loans in order to maintain financial accounting consistency with established city accounting procedures.

*Community Development Director*

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- Communications with other Executive Department Directors who may administer and supervise the city field work that results from grand and/or loan funds.
- Makes presentations to Mayor, Council, committees, or other groups as required.
- Performs other related work assigned.

### **MINIMUM JOB QUALIFICATIONS**

- BA/BS Degree in Business Administration or Community Development related fields and/or;
- Two (2) years of experience in accounting in municipal government or private enterprise and two (2) years of experience in personnel supervision.

### **EMPLOYMENT REQUIREMENTS**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High school diploma or equivalent.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of theory, principles, practices, and techniques of community development planning, building inspection, code enforcement, economic development, and related community development services; applicable federal, state, and local laws, codes and regulations governing the administration of planning and community development.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records; laws and regulations governing the conduct of public meetings; the City's personnel rules and policies, principles and practices of management and supervision.
- Knowledge of general accounting practices, research procedures and composing documents.
- Ability to plan, direct and integrate broad, comprehensive planning and community development programs and services.
- Ability to analyze complex planning and community development issues and problems, evaluate alternative solutions, and develop sound conclusions, recommendations, and courses of action.
- Ability to present proposal and recommendations clearly and logically in public meetings.
- Ability to understand, interpret, explain, and apply local, state, and federal law and regulations governing land use planning and community development.
- Ability to evaluate management practices and adopt effective courses of action.
- Ability to develop clear, concise, and comprehensive technical reports, correspondence, and other written materials
- Ability to exercise sound, expert independent judgement within general policy guidelines.
- Ability to establish and maintain effective working relationships with the City Council, Planning Commission, Design Review Board, other commissions and boards, officials, staff, private and community organizations, developers and others encountered in the course of the work.
- Ability to present information clearly and concisely both orally and in writing.
- Establish effective working relationships with staff, other city department staff, public officials, and the general public.
- Ability to serve as a successful participant on the executive management team that provides company leadership and direction.
- Ability to prioritize tasks and manage time; meet deadlines.
- Organizational and time skills with strong attention to detail.
- High degree of initiative; self-starter; principles and practices of leadership.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Work is performed primarily in an office setting indoors.
- Work requires occasional travel.

- Work requires occasional evening and weekend work in order to meet deadlines.
- Work requires frequent sitting, standing, and walking, reaching, climbing, kneeling.
- Regularly required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 25 pounds.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE** – A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

The employment application is available at:

[http://lasvegasnm.gov/departments/human\\_resource\\_department](http://lasvegasnm.gov/departments/human_resource_department)

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [consuelo@lasvegasnm.gov](mailto:consuelo@lasvegasnm.gov)