



Community Development Manager

Department: Community Development
Reports to: City Administrator
FLSA Overtime Status: Exempt
Position Supervised:
Grade: 8

Revision Date: November 22, 2021
Council Approval Date:

OBJECTIVE

The Community Development Manager is responsible for Business Development & Planning, implementing community economic development goals established by the City of Princeton Planning Commission, Economic Development Authority and City Council. The Business Development & Planning responsibilities will create jobs, increase tax base and build community through activities designed to expand existing businesses, develop new businesses and improve community building through communication and planning.

ESSENTIAL FUNCTIONS

This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.

1. Administer, implement and direct Economic Development Strategies and Planning Programs through policies, procedures, and objectives that attract private investment for the public infrastructure system and support growth for new and existing businesses.
2. Coordinate the collaborative efforts to prepare applications, administer programs and establish economic development efforts to obtain funds, grants, and loans in a manner which obtains growth objectives of City.
3. Provide technical development assistance and oversight for projects that require capital investment structures to fund public infrastructure, private infrastructure, equipment and building purchases meeting the objective of increasing valuation & quality/quantity of local jobs.
4. Evaluate business and public sector market and match available resources with needs.
5. Provide Community Planning assistance and information to enhance the lives of the general public, citizens, businesses, civic organizations, and others living, working or visiting Princeton.
6. Coordinate, direct and evaluate reviews of applications for development to ensure an understanding of the principal issues and understanding of the process is balanced to coordinate progressive city growth.

7. Prepare reports with analysis of proposed developments, site plans, subdivisions and permit requests for Planning Commission, EDA, and City Council action. Present information for the developments through written and/or verbal means when appropriate.
8. Collaborates and often directs efforts with fellow team members on issues of development and ordinance enforcement adopting positive progressive change.
9. Responds as assigned to complaints related to zoning, general code enforcement, and other nuisances. Works in conjunction with building inspector, police department, city engineer, city attorney and City Administrator on ordinance enforcement.
10. Coordinate and develop marketing methods, materials and tools including verbiage, maps and graphics to present Princeton in progressive manner. Present this information to Committees, City Administrator, City Council and the public as necessary.
11. Provide technology support for communications equipment, programs and marketing messages in support of presenting a responsive and progressive image for Princeton.
12. Reviews development regulations, provides recommendations, and draft ordinances to ensure relevant ordinances are kept up to date.
13. Develops a positive business climate for the city and promote housing and economic development growth.
14. Retain and expand current businesses, as well as attracting new businesses while working effectively with coworkers, City Attorney, City Council, Committee Members and external partners. Focuses on four categories:
 - a. Business Retention and Expansion
 - b. Business Financing
 - c. Real Estate
 - d. Marketing and Business Recruitment.
15. Provides assistance to others with various planning projects and issues. Provides guidance to others as needed on planning related issues. Work is performed both in office and field settings.
16. Collaborates with the Public Works Director on grant writing for park development or park programming.
17. Manages canoe and kayak program, Splash Park staff, and coordinates Riverside Park camping activities with the Public Works Director.
18. Collaborates with department heads and Chamber of Commerce to organize, plan, implement, and participate in community events.
19. Seeks out grant and donation opportunities to off-set the costs of community events, infrastructure implementation and recreational program. Writes grant and donation requests in collaboration with other departments.

20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Planning, Economics, Public Administration, Finance, Business Administration, or related field and two (2) years of related experience OR a two-year degree in Business Administration or job-related field and four (4) year of related professional experience. A valid driver's license.

Preferred Qualifications

Bachelor's Degree in business, marketing or related field. Experience working in a Municipal Liquor Store.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of planning enabling, TIF, and tax abatement statutes and policies; park planning and development; knowledge of economic development policies and opportunities; knowledge of community programs and working relationships with Chambers of Commerce.

Skill in reading, writing and speaking English proficiently; organizing and prioritizing work; preparing factual, clear and concise oral and written reports; writing, designing and using software applications for articles, newsletters and promotional layouts; website management, social media use, television, print, and or other advertising/media; may be called on to create video segments; experience with Microsoft Office, ESRI GIS software, and Adobe Design Suite

Ability to develop and maintain effective working relationships with department heads, co-workers, vendors, and members of the public; research and write grants applicable to economic and park development; develop, maintain and utilize a working knowledge of state and federal programs related to development initiatives; work with agencies on planning, zoning, annexation and economic development issues; communicate effectively, both verbally and in writing; understand and carry out oral and written instructions; analyze problems and prioritize the implementation of solutions; work independently, exercise good judgment, and meet deadlines; perform multiple on-going tasks accurately and efficiently; develop and implement effective policies and procedures; accurately create and maintain records.

EQUIPMENT

Computers (Desktop and Laptop), servers, phones, calculators and cameras.

WORKING CONDITIONS

Work is performed primarily in an office setting, but outside work is required intermittently. Subject to frequent interruptions. Work requires considerable attention to detail. There may be intermittent exposure to pollen, dander, dust, electrical hazards, and working in inclement weather.

PHYSICAL REQUIREMENTS

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work, and the worker sits most of the time, the job is rated for Light Work.

Occasionally required to exert up to 50 pounds of force to move or lift objects.

ADA CONSIDERATIONS

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

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