

LOWER ALLEN TOWNSHIP JOB DESCRIPTION



POSITION TITLE: Community & Economic Development Director		BAND: EXECUTIVE	BBP CLASS: 2
DEPARTMENT: ADMINISTRATION	SUPERVISOR: MANAGER		ACCOUNTABILITY: MANAGER
NAME:		ISSUE DATE:	PAGES: 2

POSITION SUMMARY:

The position serves as a Director of the Township overseeing Community and Economic Development which includes, subdivision and land development planning, building permits, zoning, code enforcement, GIS, economic development, grant writing, grant management, community outreach, and long-range planning. The Director implements and updates the Comprehensive Plan which may require leading the process to update ordinances and technology, as well as undertaking additional studies as needed. The Director is responsible for the department but also looks out for the Township as whole to create strong customer service and a high quality of life for the residents. The Director balances the responsibilities for the department and for the Township as an organization, upholding and creating policies and standard operating procedures. This is an exempt position.

ESSENTIAL FUNCTIONS OF THE JOB:

Create development/redevelopment strategies for opportunity areas.

Seek, write, & administer grants and other funding opportunities for development, planning, studies, and transportation needs.

Act as liaison to and help guide the Lower Allen Township Development Authority in considering projects and developing objectives.

Conduct general or applied research for economic data to support development and planning.

Establish and maintain effective working relationships with realtors, developers, businesses, consultants, and contractors in the building community.

Negotiate and draft scopes of services, requests for proposals, professional service contracts, and development agreements.

Provide technical assistance to Township staff and community groups.

Attend and make presentations at Board of Commissioner meetings and other meetings as required.

Manage the operating budget for the department and take responsibility for the day-to-day finances and purchases.

Oversee workflow in the department to ensure applications are being processed in accordance with Township ordinances, the Municipalities Planning Code, and the International Code Council best practices.

Keep abreast of legislative and regulatory developments; develops policies to implement new requirements and work practices.

Develop, mentor, evaluate and guide department staff to create an efficient, fair, and positive work environment.

Administer quarterly performance evaluations and make recommendations for salary increases, awards, or improvement plans.

Assist staff as needed in any role to administer the functions of the department.

Establish and maintain effective working relationships with Boards and Commissions, Township staff, the business community, and the general public.

Meets with other governments, professional associations, citizen groups, interest groups and taxpayers.

OTHER FUNCTIONS:

Maintains records and files for assigned areas.

Strives to obtain competency in accordance with employee's evaluation measures.

Performs other related duties as assigned.

QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

Bachelor's degree with emphasis in business, community planning, public administration, finance, civil engineering, or a closely related field.

Three years of experience in the field of economic development, community development/planning, and/or building and zoning.

Skill in collecting, analyzing, and evaluating data.

Ability to work with graphics, statistics, technical drawings, blueprints, and codes.

Ability to plan and organize work effectively and work independently.

Ability to communicate effectively and professionally in English both verbally and in writing.

Must have strong computer skills in a variety of administrative and analytical software programs.

Possesses a valid Pennsylvania Motor Vehicle Operator's License.

Knowledge of modern principles, methods, and techniques of administration and program planning.

Has the ability to sit or stand for extended periods of time.

Ability to maintain a working relationship with people from all levels of the organization.

Ability to communicate with people from varying economic, ethnic, and racial groups.

Ability to establish and maintain effective working relations with associates, vendors, other government officials, professional and citizen groups, unions, and the public.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); and background investigation result (full/part time and temporary personnel).

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date