JOB TITLE: COMMUNITY DEVELOPMENT DIRECTOR

Job Description: Department Head responsible for policy development, program planning, budget management, administration, and operational direction of the Community Development Department functions, with an emphasis on economic development consistent with the Master Plan. Provides leadership in the formulation, implementation, execution and management of community and economic development strategies and policies. Markets the Town of Windham and provides guidance to individuals and companies to establish, relocate, or expand their businesses within the community. Creates/oversees activities, programs, strategies or policies aimed at retaining existing Windham businesses. Responsible for accomplishing department objectives and goals within guidelines established by the Board of Selectmen and Town Administrator.

Accountability: Reports directly to and is accountable to the Town Administrator and Board of Selectmen and works under their policy guidance, as well as the policy guidance of the Planning Board, ZBA, Conservation Commission, and Economic Development Committee in accordance with legal requirements and modern standards of community planning, code enforcement, and office management and practices. Exercises a high degree of independent, professional judgment and decision making in determining courses of action based on state law, local ordinances, and best practices.

Supervision Exercised: Responsible for the effective management of all Community Development staff including the Planning Director, Zoning Administrator/Code Enforcement Officer, Building Inspector/Deputy Health Officer, and the administrative support staff (subject to primary oversight by the Planning Director).

Equipment Used: General office equipment such as computer, workstation, photocopier, plotter, printer, fax machine, telephone, calculator, etc. Automobile, audio/video equipment, camera, measuring equipment.

Environment: Inside 80% Outside 20%

Duties and Responsibilities: *Except as specifically noted, the following functions are considered essential to this position.*

Community and Economic Development:

- Proactively works to attract and recruit new businesses to the Town that are in support of the Town's goals, with a strong priority on the Professional Business & Technology, Village Center, Gateway, and Market Square Overlay districts, as well as other districts that may be identified as a priority in the future.
- Facilitates and promotes re-development of underutilized, non-residential areas, in harmony with the Town's Master Plan.
- Provides technical assistance to the general public regarding rules, regulations, and policies guiding land use and economic development. Meets with landowners and land developers regarding land development processes, feasibility, and permitting.
- Serves as an advocate for economic development, providing information and/or making presentations to various boards, commissions, civic groups, businesses, individuals, and the general public on economic and community development issues, services, programs, and plans.
- Integrates and aligns economic and community development initiatives and efforts across various Town boards and committees in keeping with the Master Plan, Economic Development Committee, Planning Board, and Board of Selectmen goals; periodically reviews and prioritizes the Town's economic development initiatives; works to bring initiatives to fruition.

- Pursues innovative financing of infrastructure development and re-development programs; identifies and applies for appropriate grants that may be available from private entities, and the State and Federal governments.
- Provides professional advice and assistance to business leaders, industries and various other groups and agencies regarding the economic development, general planning, development, and code enforcement of the Town.
- Provides technical assistance and policy recommendations to the Board of Selectmen, local and regional economic development organizations, and special committees on matters related to community and economic development.
- Assists the Town in short and long-term community and economic development planning efforts, gathering information and preparing studies, reports and recommendations to achieve same; prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools/incentives, environmental and resource protection, municipal facilities, and other matters.
- Collaborates with local community organizations to facilitate quality and well planned development in various areas of Town; works closely with local Chambers of Commerce to identify areas of concern in the promotion of business location and expansion within the Town.
- Provides staff support to the Windham Economic Development Committee to assist them in carrying out their goals and mission and to ensure collaboration and coordination with the Planning Board, Conservation Commission, Board of Selectmen, and the long-range goals of the Town.
- Develops and maintains positive relationships with existing Windham businesses; maintains communications with same and resolves business issues as they arise; directs businesses to appropriate resources; provides support for achieving Town initiatives and goals.
- Organizes community forums and/or informational meetings relative to new Federal, State or local initiatives.
- Coordinates, promotes and implements community outreach programs and activities such as "Adopt-a-Spot" programs
- Develops and nurtures professional working relationships with business owners and managers, developers, realtors, and other local and regional entities in order to facilitate positive economic growth and to successfully serve as their primary interface with the Town.
- Attends business, professional, and association meetings and conferences in order to promote and raise interest in the Town of Windham.
- Provides assistance, as appropriate, to the Planning Director with technical reviews of subdivisions and site plans to be heard before the Planning Board.
- Performs other related duties as required.

Administrative Duties:

- Manages applicable department staff, provides cross-training, plans and organizes the duties, facilitates the inter-operation between departments, and evaluates the overall performance of the department staff with input, as applicable, from the Planning Director.
- Ensures the maintenance of accurate and complete records of Department activities and of records relating to applications, plans, reports, and other material pertinent to the Department.

- With the assistance of the Planning Director, prepares an annual budget for the Community Development Department for consideration, coordinates spending with the Town Administrator and Finance Director, and establishes administrative practices and procedures for the Community Development Department relative to budget expenditures;
- Provides administrative support to and coordinates activities and communications among the Windham Planning Board, Zoning Board of Adjustment, Economic Development Committee, and Conservation Commission through the department support staff.
- Provides technical assistance to the Housing Authority for coordination of housing consultants, housing rehabilitation programs, and grants/loans programs.
- Provides technical assistance to the Board of Health, as well as staff assistance when required.
- Collaborates with other Department Heads and the Town's Stormwater Coordinator on stormwater issues.
- Compiles activity reports for the Board of Selectmen, Planning Board, ZBA, Conservation Commission, and Economic Development Committee detailing items accomplished by the Department in meeting community goals and vision.
- Organizes and coordinates implementation of the land use, compliance with zoning code, and code enforcement functions for the Town; coordinates with appropriate Town departments on community development matters.
- Keeps abreast of professional developments in the fields of community/economic development and planning, code enforcement and office management by outside reading and study and attendance at professional meetings. Prepares memoranda and correspondence pertaining to active plans.
- Keeps abreast of legislation and regulations relating to community/economic development and reports findings to the appropriate parties (i.e., Town Administrator, Economic Development Committee).
- Prepares and/or participates in special projects as assigned by the Town Administrator, Economic Development Committee, or the Planning Board such as area transportation systems, environmental resources, code enforcement, economic development, housing and historic surveys, computer systems, and the decennial census, etc.
- Represents the Town, as required, on local, regional, State and Federal boards and committees as they relate to land use, land development, and economic development issues.
- Coordinates planning efforts with the regional Planning Commission, Office of Energy and Planning and other state and federal agencies, collaborating with the Planning Director as necessary.
- Assumes the duties of the Planning Director in his/her absence.
- Performs other related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements

LIFT up to 10 lbs: Frequently required.

LIFT 11 to 25 lbs: Occasionally required.

LIFT 26 to 50 lbs: Rarely required.

LIFT over 50 lbs: Rarely required.
Assistance may be available.

CARRY up to 10 lbs: Frequently required.

CARRY 11 to 25 lbs: Occasionally required.

CARRY 26 to 50 lbs: Rarely required.

CARRY over 50 lbs: Rarely required.
Assistance may be available.

REACH above shoulder height: Frequently required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Frequently required.

PUSH/PULL: Frequently required.
maneuver around partially constructed

Other Physical Considerations

TWISTING: Frequently required.

BENDING: Frequently required.

CRAWLING: Rarely required.

SQUATTING: Rarely required.

KNEELING: Rarely required.

CROUCHING: Occasionally required.

CLIMBING: Occasionally required.

BALANCING: Occasionally required.

Work Surface(s):

Standard office desk and chair. Computer table. Wood/ vinyl/carpet surfaces. For field inspections works in wet/slippery terrain and rough bulldozed areas at construction sites. Must have ability to sites in all weather conditions.

HAND MANIPULATION

GRASPING: Frequently required.

HANDLING: Frequently required.

TORQUING: Rarely required.

FINGERING: Frequently required.

DURING AN EIGHT HOUR DAY EMPLOYEE IS REQUIRED TO:

	Consecutive Hrs	Total Hrs
Sit	3	6
Stand	1	1
Walk	1	1

CONTROLS AND EQUIPMENT: General office equipment such as computer, workstation, drafting table, photocopier, plotter, printer, fax machine, telephone, calculator, filing cabinets, etc. Automobile, audio/video equipment, camera, measuring equipment.

Cognitive and Sensory Requirements:

Talking: Necessary for communicating effectively with employees, residents, and the general public; specifically needs skill in addressing the public at meetings and through the media.

Hearing: Necessary for receiving information, public interaction, and safety while in the field.

Sight: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, analysis of sites, paperwork, observing safety of co-workers, public, etc.

Dexterity: Necessary for operating equipment, handwriting, computer keyboard operations, etc.

Mobility: Necessary to walk indoors and outdoors under a variety of conditions, particularly to complete outdoor site analyses, etc.

Tasting & Smelling: Not required for the performance of the functions of this position.

Specific Vocational Preparation Requirements:

[ ] Short demonstration only	[ ] 1 to 2 years
[ ] Any beyond short demonstration up to and including 30 days	[ ] 2 to 4 years
[ ] 30 to 90 days	[X] 4 to 10 years
[ ] 91 to 180 days	[ ] Over 10 years
[ ] 181 days to 1 year	

Minimum Qualifications Required: Bachelor's Degree in City/Urban Planning, Geography, Public Administration, Business Administration, Management or closely related field and five (5) years of relevant experience that includes community economic and planning development, marketing, finance and/or economics, public relations, building construction, zoning or closely related experience that includes two (2) years of management and/or supervision; OR, any equivalent combination of education or experience from which comparable knowledge, skills and abilities have been achieved.

License/Certification Requirements: Valid driver's license. Membership in the American Institute of Certified Planners [AICP] preferred.

Knowledge, Skills, and Abilities Required:

Considerable knowledge of the preparation of economic analysis, and development of strategies for retention of existing business, attracting new business, and strengthening the Town's economic base.

Considerable knowledge of economic development tools and practices and tax increment financing.

Comprehensive knowledge of the terminology, theory, principles, practices and techniques of community economic development, planning, building inspection, code enforcement and related community development services; applicable Federal, State and local laws, codes and regulations governing the administration of planning and community development.

Comprehensive knowledge of principles and practices of land-use planning; relevant State laws pertaining to planning and zoning; familiarity with local zoning ordinances, subdivisions and site plan regulations.

Working knowledge of ordinances and building code provisions governing building construction and zoning.

Working knowledge of environmental review, EIS processes, and the mandatory and voluntary environmental remediation processes.

Working knowledge of the principles of civil engineering, architecture, and graphic presentation as applied to land use planning; able to read and interpret engineering plans.

Ability to interpret and communicate planning and zoning laws and administrative rules to other governmental officials and the public.

Ability to apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols and to organize work, set priorities, meet deadlines and follow-up.

Ability to communicate effectively, verbally and in writing with persons representing a wide variety of disciplines including, but not limited to, attorneys, engineers, bankers, property owners, industrialists, commercial entrepreneurs, and homeowners. Must possess a tolerance for the viewpoints of others, and the ability to bring about consensus in the midst of divergent feelings and be able to handle all public contacts with tact, diplomacy, and good judgment.

Knowledge of methods and techniques of research and statistical analysis and skills in preparing/ presenting clear and concise reports, correspondence and other written material.

Excellent computer skills including word-processing, spreadsheets, database, and the Internet.

Other Considerations and Requirements:

Candidates will be subjected to criminal and financial background checks. Psychological testing and polygraph may be administered prior to employment. Required to take and pass a physical exam after a conditional offer of employment.

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position may require attendance at evening or weekend board, committee, or commission meetings.

Physical Exertion/Environmental Conditions:

Most work occurs within the office setting. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Some travel in a motor vehicle is required and, while outside the office setting, may be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers; and long periods of sunlight and unfavorable climatic/environmental conditions such as rain/sleet/snow, poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.