

CITY OF SULPHUR SPRINGS
COMMUNITY DEVELOPMENT DIRECTOR

SYNOPSIS

Under direction from the City Manager, The Community Development Director directs the planning, building and code enforcement functions of the Community Development Department as well as the commercial development and downtown revitalization efforts of the City of Sulphur Springs.

PERSONNEL SUPERVISED

City Engineer, Engineering Technician, Administrative Assistant, Chief Building Official, Building Inspector, Code Enforcement Officer, Receptionist.

DUTIES

1. Assume full management responsibility for all department services and activities.
2. Maintain and modify as needed the general plan, zoning ordinance and development manual.
3. Manage the processing of land use applications, and enforcement of building codes and nuisance ordinances.
4. Develop and implement a strategy to promote the commercial development of Sulphur Springs in general with emphasis on the downtown commercial district through marketing, recruitment and programs to strengthen existing commercial enterprises.
5. Develop and implement a strategy to convert to form-based zoning.
6. Develop and disseminate marketing material to potential developers.
7. Establish and implement effective branding and marketing campaigns.
8. Aggressively promote Sulphur Springs to individuals and businesses in Northeast Texas and beyond.
9. Serve as liaison to the Hopkins County Chamber of Commerce, the Sulphur Springs/Hopkins County Economic Development Corporation, the Downtown Business Alliance and other organizations vital to the commercial development of Sulphur Springs.
10. Manage the development and implementation of the department's goals, objectives, policies and priorities.
11. Write and submit grant applications for the department and other departments.
12. Provide staff support to Planning and Zoning Commission, Zoning Board of Adjustment, Downtown Revitalization Committee, Construction Board of Appeals, City Council and City Manager including the preparation of agendas, staff reports research, analysis, presentations and correspondence.
13. Select, motivate, evaluate and discipline department personnel. Provide or coordinate staff training.
14. Oversee the development and administration of the departmental budget.
15. Negotiate development agreements and community facilities contracts.

16. Consult with developers, contractors, and the public on construction and land use issues; provide information on planning and zoning requirements.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform other duties as assigned.

PHYSICAL REQUIREMENTS

Vision adequate to operate vehicles, office equipment and read. Hearing adequate to converse on telephone and in person. Bodily mobility sufficient to drive and perform related office duties including reaching and bending for files, binders, boxes and small office equipment. Ability to lift office files, binders, boxes and small office equipment. Dexterity in the use of fingers and limbs sufficient to operate office equipment and motor vehicles. Ability to sit at a computer or desk for extended periods of time.

DESIRED TRAITS

Knowledge of:

Principles and practices of comprehensive plan development and implementation.

Principles and practices of urban planning.

Principles and practices of form-based zoning.

Principles and practices of economic development.

Principles and practices of downtown revitalization.

Principles and practices of zoning administration.

Principles and practices of neighborhood revitalization.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training, and performance evaluation.

Principles and practices of organizational behavior.

Pertinent Federal, State and local laws, codes, and regulations.

Principles and practices of effective grant writing.

Ability to perform all of the duties, meet all of the physical requirements and possess all of the desired traits mentioned above.

DESIRED EXPERIENCE, EDUCATION AND CERTIFICATIONS:

Five years of experience in commercial development, urban planning, zoning and permitting.

A master's degree in public administration, business administration urban planning or closely related field.

Professional Community and Economic Developer (PCED) certification.

Certified Economic Developer (CEcD)

Certified Community Developer (CCD)

Valid Texas driver license.