

CITY OF CHARLEVOIX

Title: Economic Development and Planning Director **FLSA:** Exempt
STATUS: Full-time, non-union

Department: Planning and Zoning

Reports To: City Manager

Date: October 5, 2015

Position Summary

Under the general supervision of the City Manager, the Economic Development and Planning Director will oversee all aspects of the City's effort to recruit and retain businesses in the Charlevoix area. The position will also supervise high-level planning functions by working with the Planning Commission on updating and following the City's Master Plan, working with the Recreation Department on implementation of the Parks and Recreation Master Plan, and working closely with the Main Street Executive Director on initiatives in the downtown. The position will work approximately 50% of the time on economic development and 50% on planning functions. The position will supervise the Zoning/Code Compliance Specialist and assist with zoning matters as needed.

Essential Job Functions

- In conjunction with other staff, develop recruitment packages for new business prospects.
- Identify opportunities to market the Charlevoix area to potential businesses and site selectors.
- Work closely with colleagues at the Michigan Economic Development Corporation, the Northern Lakes Economic Alliance, and other state and regional partners.
- Using existing studies and research on the Charlevoix area, help develop a strategy for recruiting and retaining businesses in the Charlevoix area.
- Call-on and work closely with existing Charlevoix businesses to encourage retention and offer assistance where possible.
- Seek various certifications for area business parks and related activities.
- Lead effort toward Redevelopment Ready Community Certification.
- Prepare and administer departmental budget and oversee all other financial aspects of the department including purchasing, overtime requests, timesheets, expense reports, and other items.
- Work with Planning Commission on updating and reviewing Charlevoix Master Plan and overall land use planning.
- Work closely with Main Street Program, Recreation Department, and other departments to integrate planning across City departments.
- Assist with site plan review, re-use review, and other significant planning and zoning projects.
- Act as liaison between City, developers, real estate contacts, architects, citizens, other governmental agencies, and municipal professionals regarding planning, zoning, economic development and related matters.
- Provide professional advice, technical assistance, support, written and oral communication regarding land use to a variety of elected and appointed officials.
- Review subdivision plans and coordinate findings with other City departments.

- Evaluate a development or business proposal in light of the Master Plan and other land use policies.
- Provide technical assistance to the City Council, the Historic District Commission, the Historic District Study Committee, and the general public on historic preservation, historic districts, and associated state and federal statutes.
- Ongoing education regarding changes in land use planning, economic development, and related field.
- Communicate to the City Manager, City Council, and other boards and committees changes in land use planning, state and federal law, economic development policy, and other relevant topics.
- Attendance at various meetings and events in the evening, morning, and weekends including but not limited to: department head meetings; City Council; Planning Commission; Zoning Board of Appeals; Main Street/DDA; Recreation Advisory Committee; Historic District Commission/Study Committee; Chamber of Commerce; and, others as assigned.
- Make such reports as the City Manager may require.
- All other duties as assigned.

Minimum Qualifications (Knowledge, Skills, and Abilities)

Education

The ideal candidate shall have a Bachelor's Degree in urban planning, economic development, land use design, architecture, political science, business, or a related field. A Master of Urban Planning (MUP) or Master of Public Administration (MPA) is strongly preferred. AICP, MEDA, and other similar economic development and planning certifications are strongly preferred.

Experience

The ideal candidate shall have at least five years of experience in a planning, zoning, and/or economic development capacity that includes the following experience:

- Knowledge of state and local land-use planning and economic development ordinances, regulations, and policies
- Knowledge of the site plan review and inspection process
- Experience in a supervisory capacity preferred
- Skill in public relations, marketing, and presenting
- Ability to establish good working relationships with a variety of local and non-local stakeholders, regulators, residents, appointed boards, and elected officials
- Skill in using office equipment, software, computer hardware, and related tasks
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines, and changes in work priorities
- Knowledge of municipal operations as they relate to development, land-use, and growth

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council approved: 10/5/15