



City of Raytown
10000 East 59th Street
Raytown, MO 64133-3993
Phone: 816-737-6003 Fax: 816-737-6097

Position Announcement

Development and Public Affairs Director

Department: Public Works Posted: May 2016
Grade/Status: Exempt Salary: \$65,362-94,774

Job Description: Administers and manages department operations including zoning, business licenses, health and building inspections and neighborhood development and redevelopment.

Required Knowledge, Skills and Abilities: Master's degree in planning, public administration or related field required. At least 8+ yrs experience in planning, community development or related field, including 4 yrs of administrative and supervisory experience.

Special Requirements: Current MO driver's license. Ability to satisfactorily pass drug screen and background check.

ADA Requirements: Physical Requirements: Maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; adequate eyesight, hearing and speech required; may be required to operate assigned vehicle.

Environmental Requirements: Office environment—exposure to computer screens. Some travel within the City required.

Sensory Requirements: Tasks require sound, depth, texture, visual and oral perception and discrimination.

Schedule: Monday-Friday

Benefits: Full-time employee eligible for City benefit package.

Application Process: Complete employment application available at www.raytown.mo.us Return with resume and cover letter to: Raytown City Hall, 10000 E 59th St, Raytown, MO 64133, ATTN: HR; hr@raytown.mo.us, fax 816/737-6097

Closing Date: Open until filled. First review June 6.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.



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DEVELOPMENT AND PUBLIC AFFAIRS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Development and Public Affairs Department including zoning, codes enforcement (nuisance/animal control), public information, business licensing and health and building inspections; to serve as zoning administrator and provide staffing for the planning and zoning commission; manage neighborhood development and redevelopment activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Mayor and City Administrator.

Exercises direct supervision over supervisory, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all community development activities including programs and projects including zoning, codes enforcement (nuisance/animal control), public information, neighborhood development and redevelopment, business licensing and health and building inspections; advise Planning and Zoning Commission regarding zoning and land use issues; assist public concerning planning and zoning issues; coordinate interdepartmental review committee for development and redevelopment projects.
2. Direct and manage the development and implementation of Development and Public Affairs departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to community development services and expansion of economic and financial resources.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level supervisory staff, the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

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5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Represent the Development and Public Affairs department to other City departments, elected officials, boards, commissions, committees, citizen groups, and related outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
7. Select, train, manage, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; complete related personnel matters.
8. Oversee and participate in the development and administration of the Development and Public Affairs budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Review all significant reports, plans, and documents drafted by staff members; direct the writing of new rules and regulations and/or proposals for new programs or projects; coordinate revision of the zoning and subdivision ordinances; identify grant opportunities related to needs assessment; conduct needed research and write grant applications; implement proposed project related to grant applications.
10. Research opportunities for housing assistance; develop and implement a housing maintenance and rehabilitation program; initiate neighborhood improvement districts to provide for infrastructure improvements; oversee the health and building inspections operations and activities.
11. Provide assistance to the Mayor, City Administrator and Board of Alderman as needed; participate on a variety of boards, commissions and committees; provide assistance to the Board of Zoning Adjustment and Board of Zoning Appeals; formulate significant policies related to the department's services and activities; prepare and present staff reports and other necessary correspondence; provide staff support to assigned boards and commissions.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints; communicate with customers, clients, contractors, developers, and realtors concerning community development activities.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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Operations, services and activities of a comprehensive, municipal community development program.
Elements of comprehensive planning in relation to capital improvement programs.
Theory and concepts of revitalization, urban redevelopment, and neighborhood preservation.
Principles of real estate development appraisal methods and negotiation.
Principles of zoning administration.
Principles of building inspections and health code inspections.
Principles and practices of program development and administration.
Methods and techniques of statistical data collection and analysis.
Principles and practices of municipal budget preparation and administration.
Principles and procedures of financial reporting.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.
City personnel policies and procedures.
Principles and procedures for developing goals, objectives and management plans.

Ability to:

Manage and direct a comprehensive economic development program.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Analyze data and information; draw conclusions; propose responsive actions.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct and coordinate the work of lower-level staff.
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Operate a computer and other office equipment; develop graphic presentations.
Maintain confidentiality of certain City information.
Establish and maintain effective working relationships with those contacted in the course of work.
Operate assigned vehicle to travel to various meetings and events in the City.
Maintain mental capacity which permits:

- *making sound decisions and using good judgement*
- *demonstrating intellectual capabilities*
- *analyzing administrative problems*
- *evaluating the effectiveness of programs and personnel*
- *recommending effective policies and procedures*
- *communicating clearly*
- *responding to questions.*



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Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- walking, standing or sitting for extending periods of time
- lifting and/or carrying light to moderate objects.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- reading and writing
- evaluating status of vehicles and equipment
- answering questions
- speaking in a clear and audible voice.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years responsible experience in professional planning or community development activities including four years of administrative and supervisory experience.

Training:

Equivalent to a Masters degree in planning, public administration, or a related field from an accredited college or university.

License or Certification

Possession of an appropriate, valid Missouri driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; some travel within the City required.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; may be required to operate assigned vehicle.