



City of Raytown
10000 East 59th Street
Raytown, MO 64133-3993
Phone: 816-737-6078 Fax: 816-737-6097

Position Announcement

Director of Community Development

Department: Community Development Posted: August 17, 2026
Grade/Status: Exempt Salary: Depending on Experience

Job Description: To plan, direct, manage and oversee the activities and operations of the Community Development 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.

Required Knowledge, Skills, and Abilities:

- 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.



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- 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.
- 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

Special Requirements:

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

Eight years of responsible experience in professional planning or



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community development activities, including four years of administrative and supervisory experience.

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

Possession of an appropriate, valid driver's license.

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 necessary to operate assigned vehicle.

Working Conditions: This position requires availability for emergency response during evenings, weekends, and holidays. Work is performed in both office and field environments, sometimes under adverse weather and hazardous conditions. The Director may be required to serve on-call during emergency incidents and large-scale city events.

Schedule:

Varies

Benefits:

Full-time employees are eligible for the City benefit package.

Application Process:

Complete employment application. Obtain and return to: Raytown City Hall, 10000 E. 59th St., Raytown, MO 64133, Attention: HR.

Closing Date:

Open until filled

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.