

**CITY OF GRAND HAVEN**  
**Job Description**

**COMMUNITY DEVELOPMENT MANAGER**

**Supervised By:** City Manager  
**Supervises:** Department staff  
**FLSA:** Exempt

**Position Summary:**

Under the general supervision of the City Manager, manages a range of development and neighborhood services including planning, zoning, grant management, economic development capital improvement planning and community development and redevelopment. Manages special projects from project conception through completion to ensure overall quality control and that the city's vision is realized and its interests protected. Serves as the City's Zoning Administrator and City Planner.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides overall management and administration for the City's planning and community development functions, including acting as Zoning Administrator and City Planner. Develops, implements and manages various related programs and services such as the City's economic development and redevelopment programs.
2. Provides technical expertise and high level support to the City Planning Commission, Zoning Board of Appeals and other bodies as needed. Prepares board agendas and regular and special reports, provides technical analysis and makes presentations. Advises the commission on matters related to development of the City, prepares recommendations and submits public improvement projects to the Planning Commission and/or City Council for consideration.
3. Drafts revisions and amendments to the City's Zoning Ordinance, develops and administers the City's Master Plan. Works with consultants and attorneys as needed.
4. Develops, recommends and implements departmental policies and procedures to meet short and long range goals and customer service standards.
5. Coordinates operational budget with City Manager's Office. Prepares capital budgets for specific special projects. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Approves purchases and prepares departmental financial summaries as required, ensuring activities are completed in accordance with internal policies and procedures. Prepares and presents specifications and receives bids for assigned projects.
6. Ensures effective public relations and customer service related to planning, development, and Public Works special projects. Confers with a range of interests and individuals, responds to and resolves complaints and complex issues, and ensures

proper public notification on development issues, and promoting citizen participation and positive public relations on departmental programs and activities.

7. Reviews private and public developments, guides compliance with the master plan, advises on alternative development methods. Oversees the site plan review activities of the department. Encourages, advances and supports private and public investment while ensuring compliance with myriad regulations.
8. Coordinates with Code Enforcement Officer regarding the investigation and processing of zoning complaints and violations, the proactive enforcement of zoning laws within the City, and the completion of corrective measures.
9. Researches grants, prepares applications and administers grant funded projects and programs through project completion and grant close out.
10. Provides professional and technical expertise as part of a broad multi-disciplinary management team. Attends various board, commission, Council and committee meetings, representing the City with regard to planning, zoning, development, and Public Works special projects.
11. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
12. Supports contracted community development functions, including services provided to other units of government, through contractual arrangement.
13. Identifies project stakeholders and facilitates discussions to define project goals and objectives, develop budgets and timelines and create project plans that support the city's vision. Builds consensus among key groups and individuals.
14. Develops project plans, timelines, budgets and specifications. Works closely with other departments to administer the bid process. Analyzes proposals and makes recommendations.
15. Oversees and manages projects in process, ensuring timelines, terms and specifications are met and that the city's interests are protected. Enforces terms of contracts and implements other controls.
16. Coordinates contracted engineers, architects, consultants, attorneys, other public and private entities and internal work units.
17. Provides on-site, hands-on project management. Observes work in progress, inspects quality of products, materials and workmanship. Provides quality control and works with various contractors or internal staff to resolve issues.
18. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree in planning, civil engineering, public administration, urban affairs or related field is required. A Master's degree is preferred.
- Five or more years of progressively more responsible municipal experience in planning, community development, site plan review, zoning administration, and project management.
- Certification as a professional community planner is desirable.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge and understanding of applicable state and local land-use ordinances and regulations.
- Knowledge of the practices, methods and materials utilized in major construction projects.
- Knowledge of the public management approaches and techniques involved in budgeting, project management, public relations, contract administration and capital planning.
- Considerable knowledge of municipal operations as they relate to the development, redevelopment and growth of the City.
- Skill in compiling and evaluating complex planning, land-use and zoning code guidelines and formulating policies, standards, and service recommendations.
- Skill in planning and executing complex engineering and related special projects.
- Skill in the use of office equipment and technology, including GIS, computers and related software and the ability to master new technologies.
- Ability to effectively communicate and present ideas and concepts orally and in writing and make presentations in public forums.
- Ability to work constructively and interact professionally with others, and handle difficult public relations or customer service issues with tact and diplomacy.
- Ability to critically assess situations and solve problems and work effectively under stress, within deadlines and changes in work priorities.
- Ability to attend meetings outside of normal business hours.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations.

This position is also occasionally required to perform work outside the office at field sites, including construction sites or industrial facilities. These may involve extensive walking over areas with uneven terrain to view property, exposure to inclement weather, moving mechanical parts, loud noise or machinery, dust or fumes and other hazards associated with engineering projects and construction sites. This position is required to have the mobility and stamina required to gain access to the construction project sites described above, observe and inspect work in progress.