



## City of Williamsport Position Description

<b>Job Title:</b>	Director, Community & Economic Development
<b>Department:</b>	Community & Economic Development
<b>Supervised By:</b>	Mayor
<b>Supervisory Responsibility:</b>	Staff
<b>FLSA Status:</b>	Salaried /Exempt
<b>Position Type:</b>	Full-time /Non-Union
<b>Pay Rate:</b>	\$71,027.32
<b>Date Created/Revised:</b>	6/26/2020, 06/20/2024

### POSITION SUMMARY

The primary purpose of the job position is to provide vision and leadership in shaping the overall strategic and operational direction of the Economic and Community Development Department, while cultivating a healthy workplace culture. The position will work under the administrative direction of the Mayor, and assist the Mayor with policy and legislative research and analysis related to planning and community development. Also, this position will serve as a technical advisor to the City Council, Planning Commission, and Redevelopment Authority.

*This position is partially funded through the Community Development Block Grant (CDBG) Program in the Federal Budget.*

### ESSENTIAL DUTIES

- Direct the development of all programming initiatives, activities and performance improvement goals for the Economic and Community Development Department.
- Represent the Economic and Community Development Department and adopted city policy with the general public, community groups, and other agencies.
- Plan, direct, and supervise the operations of the Economic and Community Development Department.
- Select, train, and supervise Economic and Community Development personnel.
- Accountable in monitoring and authorizing expenditures of the Economic and Community Development Department budget.
- Prepare and present staff reports and recommendations on community development issues.
- Provide excellent customer service through effective communication with citizens, the development of industry, regulatory agencies, and other public agencies; and through the efficient organization of work to meet deadlines and budget constraints.

- Establish and maintain effective working relationships with elected and appointed officials, other managers, employees, other agency and professional colleagues, applicants, and the general public courteously and tactfully.
- Additionally, this position serves as Administrator of the Redevelopment Authority as Landbank, by virtue of a staffing agreement between the City and Redevelopment Authority.
- Administer City of Williamsport Economic Loan Programs.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have experience administering HUD programs, housing rehabilitation programs, and state and federal grants.
- Must understand and administer laws and other regulations related to municipal planning and building construction.
- Must prepare and present verbal and written reports clearly and concisely.
- Must communicate, read, write, and understand the English language at a level necessary for efficient job performance.
- Must know municipal land use and development ordinances, zoning regulations, subdivision regulations, building codes, other construction-related ordinances, and other related public agency rules and procedures.
- Must be able to establish and maintain effective working relationships with employees, City officials, other government agencies, and the public.
- Must be knowledgeable of Graphic Information Systems (GIS).
- Must be proficient with computer systems and have a working familiarity with related office equipment.
- Must have a current valid Pennsylvania driver's license and personal vehicle for work-related use.

## **EDUCATION AND EXPERIENCE**

- Graduate from a college or university with a Bachelor's Degree in urban planning, economics, community development, public administration, geography, business administration, or other fields closely related to the position.
- Preferred three (3) years of professional field experience with a public agency or experience as a planning director.
- FBI and PA State Police background clearances required.

## **ESSENTIAL FUNCTIONS**

- Must be able to sit, stand, and/or move for the duration of scheduled work hours.
- Must be able to sit at a desk in front of a PC for prolonged periods of time.
- Must be able to lift up to twenty (20) pounds.
- Must be able to bend, stoop, squat, kneel; reach above shoulder level; and twist body periodically throughout the day.
- Must possess sight/hearing senses so that the requirements of the position can be fully met.
- Ability to utilize hands for repetitive actions.

- Able to work in a constant state of alertness and safe manner.
- Reasonable accommodations will be made to achieve essential functions of this position.

**WORKING CONDITIONS**

- While performing duties may be exposed to adverse environmental conditions, including inclement weather, extreme temperatures, noise, dust, fumes, and other conditions while performing the functions of the position.
- Will work alone, with others, and around others.
- Will work mostly in an office setting. Some outdoor work is required in the inspection of various land use developments, or construction sites.

**ACKNOWLEDGEMENT**

I have read this job description (or had it read to me) and received a copy for my records. I fully understand the requirements set forth and accept the position of Director of Community & Economic Develop for the City of Williamsport. I agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in this job description. If I have questions about job duties not specified in this job description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources. I have discussed any questions I may have about this job description prior to signing this form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)