

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Community Development Director  
**DEPARTMENT:** Community Development Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Director is responsible for facilitating the vision of the City of Franklin Comprehensive Plan and the Redevelopment Commission's Strategic Plan. The Director is also responsible for Economic Development activities for the community that facilitate and support new businesses and business growth. The Director provides long-range planning, redevelopment, economic development and community development services to the public and the department.

#### **PRIMARY JOB FUNCTIONS**

The Director of Community Development is a department head with responsibility for policy development, program planning, budget management, administration, and operational direction of the Community Development Department functions.

The Director is responsible for accomplishing department objectives and goals within guidelines established by the Mayor, City Council, Economic Development and Redevelopment Commissions.

The Director plans, organizes, integrates and evaluates the work of the Community Development Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and priorities as established through community input and collaboration.

The Director directs the development of and monitors the performance of the department staff against the annual department budget and the City's Capital Improvement Plan.

The Director is responsible for the development, implementation and evaluation of plans, policies, systems and procedures to achieve annual department goals, objectives and work standards.

The Director directs and evaluates the performance of the Community Development Specialist and Administrative Assistant. The Director establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development as needed including taking disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.

Represents the City and the department to the Economic Development Commission, City Council, Board of Works, and Redevelopment Commission. Informs and advises these groups as well as the Mayor and City Council on local and regional community development and planning related issues.

Ensures the timely preparation of complete and accurate staff work for presentation to citizen committees,

commissions and the City Council; performs research and analysis for presentations on special projects and community/planning issues.

Coordinates and executes the City's contract with the Redevelopment Commission and provides staffing for redevelopment activities including special projects, annual reports, financial review, facilitating public input, and strategic planning.

Manages capital improvement projects; coordinates project activities with other City departments, retained engineers, and other outside agencies and consultants.

Coordinates with related departments and community groups to identify partnerships and grant needs. Prepares grant applications for special projects as needed and performs grant management throughout the life of the grant.

Facilitates and implements incentive programs for residential, commercial and industrial retention, redevelopment and expansion.

Serves as a liaison to community and economic development related community groups and committees.

Serves as staff for the Economic Development Commission. Prepares reports for all Economic Development Commission applications and conducts yearly tax abatement compliance reviews through the Economic Development Commission and the City Council.

Oversees the preparation of the department annual report.

#### **EQUIPMENT KNOWLEDGE**

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, and copy machine.

Incumbent must have the ability to operate Department vehicle.

Incumbent must have the ability to use field and office-measuring tools.

Incumbent must have the ability to use electronic devices such as cellular phones.

#### **CRITICAL SKILLS/EXPERTISE**

Knowledge of:

Theory, principles, practices and techniques of community development, planning, economic development, and related community development services;

Applicable federal, state and local laws, codes and regulations and the purpose and application of local ordinances and state statutes as related to the job functions;

Grant writing and administration;

Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records;

Organization and functions of an elected officials and appointed boards and commissions;

Local government structure in general;

Indiana Open Door Law and other laws and regulations governing the conduct of public meetings;  
The City's personnel rules and policies, principles and practice of management and supervision.

The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.

Ability to utilize a variety of computer software programs.

Knowledge of Community Planning and the planning process as it relates to the development of planning documents.

Ability to apply a variety of complex sets of data and Community Planning theories in the performance of job duties.

Must have the ability to develop demographic profiles, citizen surveys, strategic planning, and read department maps accurately.

#### **EDUCATIONAL REQUIREMENTS**

The Director should possess at least a bachelor's degree in Community Planning, Geography, Public Policy or other related field. Relevant experience may be substituted for minimum education requirements. A minimum 3 – 5 years professional planning experience and AICP Certification is preferred. A valid driver's license is required.

#### **REPORTING RESPONSIBILITY**

The incumbent reports directly to the Mayor.

#### **PHYSICAL REQUIREMENTS**

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

#### **JOB LOCATION**

The incumbent is expected to work in a safe manner consistent with office and construction site environments.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Community Development Director describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

## **CITY OF FRANKLIN, INDIANA**

### **POSITION DESCRIPTION**

**POSITION:** Community Development Specialist  
**DEPARTMENT:** Community Development Department  
**STATUS:** Full-Time  
**FLSA STATUS:** Non-Exempt  
**DATE WRITTEN:**  
**DATE REVISED:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. Regular and dependable attendance on the job site is required. The requirements listed in this document are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Community Development Specialist is responsible for facilitating the vision of the City of Franklin Comprehensive Plan and the Redevelopment Commission's Strategic Plan. The Community Development Specialist is responsible for housing repair programs and initiatives along with the Unsafe Building Program. The Community Development Specialist provides redevelopment, economic development, and community development services to the public and the department.

#### **PRIMARY JOB DUTIES**

Continue to grow the Unsafe Building Program to include minimum housing standards and occupied housing.

Collaborate with necessary parties to implement and utilize land banking.

Write and administer grants for housing and community improvement programs.

Facilitate housing development in the downtown area.

Increase outreach and education regarding healthy housing principles in coordination with the Johnson County Health Department as necessary.

Coordinate rotating neighborhood clean-ups and beautification contests.

Attend neighborhood meetings and educate residents about available programs.

Responsible for accomplishing department objectives and goals within guidelines established by the Mayor, City Council, Economic Development and Redevelopment Commissions.

Coordinates with related departments and community groups to identify partnerships and grant needs. Prepares grant applications for special projects as needed and performs grant management throughout the life of the grant.

Assists with the facilitation and implementation of incentive programs for residential, commercial and industrial retention, redevelopment and expansion.

Serves as a liaison to community and economic development related community groups and committees. Assists with the preparation of the department annual report.

### **EQUIPMENT KNOWLEDGE**

Incumbent must have the ability to operate a variety of office machines such as a telephone, calculator, fax machine, recorder, computer, printer, and copy machine.

Incumbent must have the ability to operate Department vehicle.

Incumbent must have the ability to use field and office-measuring tools.

Incumbent must have the ability to use electronic devices such as cellular phones.

### **CRITICAL SKILLS/EXPERTISE**

Knowledge of:

Theory, principles, practices and techniques of community development, planning, economic development, and related community development services;

Applicable federal, state and local laws, codes and regulations and the purpose and application of local ordinances and state statutes as related to the job functions;

Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records;

Grant writing and administration;

Healthy housing principles and minimum housing standards;

Organization and functions of an elected officials and appointed boards and commissions;

Local government structure in general;

Indiana Open Door Law and other laws and regulations governing the conduct of public meetings;

The incumbent is responsible for effectively communicating both in writing and verbally to assist the Department and the public.

Ability to utilize a variety of computer software programs.

Knowledge of Community Planning and the planning process as it relates to the development of planning documents.

Ability to apply a variety of complex sets of data and Community Planning theories in the performance of job duties.

Must have the ability to develop demographic profiles, citizen surveys, strategic planning, and read department maps accurately.

### **EDUCATIONAL REQUIREMENTS**

The Community Development Specialist should possess at least a bachelor's degree in Community Planning, Geography, Public Policy or other related field. Relevant experience may be substituted for minimum education

requirements. A minimum 3 – 5 years community development and/or housing experience is preferred. A valid driver's license is required.

**REPORTING RESPONSIBILITY**

The incumbent reports directly to the Director of Community Development.

**PHYSICAL REQUIREMENTS**

Incumbent is expected to work in a position, which has been identified as light. However, will be required to climb, crawl, and enter spaces in which physical exertion may be required.

**JOB LOCATION**

The incumbent is expected to work in a safe manner consistent with office and construction site environments.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The position description for the position of Community Development Specialist describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date