

# CITY OF GLOUCESTER

## Job Description

**Title:** Community Development Director

**Report To:** Chief Administrative Officer

**Grade:** M10

**Civil Service:** Exempt

**Union:** Exempt

### **Supervision Exercised:**

Provides direct supervision to Division Heads, including: Planning Director, Economic Development Director, and Grants Administrator and indirect supervision to staff of approximately twelve. Also provides oversight and support of the work performed by approximately fifteen different Boards and Commissions

### **Responsibilities:**

Working closely with the Mayor's Office, develops and implements plans, policies and programs to coordinate the physical growth and economic development of the City. Performs highly responsible work requiring significant initiative and independent judgment relating to the City's economic and community development needs.

### **Duties:**

- Provides advice and develops specific proposals to the Mayor and the City Council on all matters affecting the development of the City.
- Integrates the activities of the various divisions in the Community Development Department (Planning, Economic Development, Grants Administration, Fisheries) to achieve departmental goals and objectives. Organizes work assignments, operating procedures, and budgets of the different divisions.
- Provides oversight, assistance and staff support as needed to the several Boards and Commissions, including: Planning Board, Conservation Commission, Fisheries Commission, Tourism Commission, Historic District Commission, and the Capital Improvement Advisory Board.

- Assists with the preparation of the Capital Improvement Plan.
- Provides customer service and interaction with the public, elected and appointed officials on planning and economic development issues, including downtown revitalization, business retention/attraction, arts and culture, fisheries, the waterfront, industrial parks and transportation.
- Develops and implements economic development strategy. Administers comprehensive programs to create jobs and expand the industrial and commercial tax base of the City.
- Initiates and administers tax incremental financing (T.I.F.) plans to attract new business and promote expansion of existing local businesses.
- Works with the destination marketing organization and chamber of commerce to develop a marketing and promotional strategy on behalf of the City.
- Provides oversight of all activities of the Planning Division, including the development and implementation of the Master Plan, integration of the Harbor Plan, and all subdivision and zoning matters.
- Works with Planning Director to administer revision of the zoning ordinances.
- Develops and implements plans to support affordable housing and community social services.
- Provides oversight of the administration of state and federally funded grant programs including the Community Development Block Grant (CDBG). Also provides technical assistance to other City Departments for grant applications and administration.

**Qualifications:**

- Master's degree in planning or public administration required per City Charter.
- A minimum of six years increasingly responsible experience in municipal planning, or community development, including a minimum of 2 years of supervisory and management experience required.
- Excellent communication skills, both oral and written, including skills in public presentation. Ability to interact effectively with the general public, elected appointed officials, staff at all levels of the organization, and volunteer boards and commissions.
- Demonstrated skills in grant writing, administration and reporting.
- Knowledge of statewide policies and programs related to housing, economic development, or resilience planning required.
- Experience in waterfront development planning preferred.
- Experience with CDBG planning and programs preferred.