

Full Time – Community and Economic Development Director

The Charter Township of Union is seeking a knowledgeable, energetic, and team-oriented individual to join its Community and Economic Development team. Under the general direction of the Township Manager, this department head position is responsible for all Community and Economic Development operations for the Township. As Director, the employee is responsible for overall direction and management of the department and performs professional and administrative work in planning, reviewing, organizing and coordinating development activities. This position also oversees building official, rental inspection and code enforcement activities and supports the local Planning Commission, Zoning Board of Appeals and the Economic Development Authority. For a description of this position and application form, please visit our website at

www.uniontownshipmi.com/communityinformation/employment. Submit your cover letter, resume, completed application and three references to: Mark Stuhldreher, Charter Township of Union Manager at 2010 S. Lincoln Rd. Mt. Pleasant MI, 48858. Application Deadline is: October 4, 2019

"The Charter Township of Union is an equal opportunity provider, and employer

CHARTER TOWNSHIP OF UNION JOB DESCRIPTION

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

Reports to: Township Manager

Supervises: All employees of the department, directly or indirectly

Position Status: Regular, Full-Time

FLSA Status: Exempt

Position Summary:

Under the direction of the Township Manager, plans, organizes, and directs the operations and activities of the Community and Economic Development Department. Develops programs and services to meet community and economic development needs, assesses a variety of funding options, and oversees the Township's planning, zoning, economic development, building, code enforcement, rental inspection and recreation activities. Responsible for overall administration, budgeting, personnel management, and policies and procedures development.

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. Plans, organizes, controls, integrates and evaluates the work of the department. Develops, implements and monitors long-term plans, policies, systems and procedures to achieve goals and objectives with a focus on achieving the Township's mission and priorities. Directs the development of the annual department budget and ensures budget control and cost effectiveness.
2. Plans, organizes, directs and evaluates the performance of assigned staff. Establishes performance requirements and employee development targets; regularly monitors performance and provides coaching for performance improvement and development. Takes disciplinary action to address performance deficiencies in accordance with the Township's personnel rules and policies.
3. Advises the Township Manager, on departmental issues; assembles necessary resources to solve a broad range of programmatic and service delivery problems in the delivery of community and economic development services; assists in the preparation of new Township ordinances and the revision of existing ordinances.

Compiles and analyzes a variety of economic, demographic, census, environmental, social, and physical data affecting land use. Creates graphics, reports, maps, and zoning

- information, and otherwise recommends measures affecting land use and community programming to guide community and economic development.
4. Develops and updates a comprehensive Master Plan and Recreation Plan that reflects the collective vision of the community. Conducts planning studies of Township resources and physical surroundings. Identifies development trends and keeps abreast of land use laws and regulations.
 5. Oversees and administers a variety of programs and activities such as comprehensive zoning and planning services as they relate to land use, zoning code administration and enforcement, rental housing registration and inspection, building inspections and permitting and recreation programs. Performs site plan and other development reviews. Completes research and analysis, prepares reports and makes recommendations. Develops and implements program goals and initiatives, coordinates grant funding and ensures proper maintenance of related records and reports.
 6. Recommends, plans, organizes, coordinates, and evaluates economic development activities within the Township and region. Assists with the development of strategies that maintain and enhance the long-term economic vitality of the Township. Partners with area economic development agencies to recruit and retain business, employment and development in the Township and region.
 7. Serves as liaison and advisor to the Planning Commission, Economic Development Authority (EDA), Zoning Board of Appeals, and other authorities on land-use issues, and public and private development activities. Attends meetings and coordinates efforts to promote commercial and industrial development.
 8. Maintains cooperative relationships with peer agencies and other governmental units to coordinate departmental functions. Keeps abreast of professional developments in the field of community and development and attends area and regional meetings, conferences, workshops, and seminars as appropriate.
 9. Represents the Township on various committees, boards and authorities as needed.
 10. Performs other duties 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:

- Master's Degree in urban planning, public administration, or related field.
- Seven or more years of progressively responsible experience in community and economic

development administration including budgeting, project management and supervision.

- The Township, at its discretion, may consider an alternative combination of formal education and work experience.
- Certification by the American Institute of Certified Planners is highly desirable.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development, including budgeting, capital financing techniques and options.
- Ability to organize, motivate and supervise a department comprised planning, economic development and code and regulatory compliance functions.
- Ability to analyze complex community and economic development related data, issues and problems, evaluate alternative solutions and develop clear, concise and comprehensive reports, conclusions, recommendations and courses of action.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment and other resources.
- Ability to communicate effectively, present ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to establish and maintain effective working relationships with the Township officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors, business owners and others encountered during the course of work.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to community development such as GIS, AutoCAD, and data base software; and the ability to master new technologies.
- Ability to attend meetings scheduled at times other than normal business hours.
- In addition to the above requirements, all Township positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to courteously serve the public. Township employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Township.

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.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift/and or move objects of lightweight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

* * * * *

The Charter Township of Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.