

Position Title: Community Development Director

Position Code: Exec-DD-I

Date of Description: January 2017

### **JOB SUMMARY**

This position reports directly to the Town Manager and is a member of the Town's management team. The Community Development Director (herein "Director") provides oversight of the municipality's efforts related to the advancement of the Bennington community including media programming and use, marketing, and community public relations. The Director implements community-based initiatives and policies that contribute to the overall advancement of the following areas: thriving schools, healthy homes, safe neighborhoods, and vibrant streets and economic vitality.

### **DUTIES AND RESPONSIBILITIES**

The Director shall:

1. Be capable of promoting the interests of the Town at the local, state and federal level. Be available as a liaison to business prospects, our economic development partners, and other entities in the development field.
2. Communicate, coordinate and collaborate closely with other local, regional, and state entities in matters pertaining to community development.
3. Assist our development partners in the development of short and long range economic and/or community development plans; gather, interpret, and prepare data for studies, reports and recommendations to the Town; and coordinate activities with other municipal departments and outside agencies as needed.
4. Possess the necessary skills and experience in project management and demonstrate competence with project management tools and techniques.

5. Be responsible for the administration of the Town Revolving Loan Programs, grant opportunities, the Community Development Block Grant Program, and other state and federal initiatives related to housing and community and economic development.
6. Be responsible for aiding in the development of housing policy and implementing such policy where appropriate.
7. Oversee the municipality's community outreach programs, such as Project Catalyst; and
8. Manage special projects, especially those that leverage funding unique to, or controlled by, the municipality.
9. Be the Secretary of the Historic Preservation Commission and act in a staff capacity to the Commission.
10. Take individual responsibility for working in a safe manner and adhere to, and comply with, all Town policies.
11. Perform such other duties and responsibilities as required by the nature of the job.

#### **SKILLS AND EXPERTISE**

The Director shall:

1. Possess, at a minimum, a bachelor's degree or equivalent experience.
2. Have experience or an advance degree in local government operations, and municipal planning.
3. Have experience in presentations to individuals and groups and excel in media use and development of such presentations.
4. Be a highly-motivated individual with excellent writing and speaking skills. Be fluent in PowerPoint, Excel, website/social media development and use.

5. Be able to excel in a team oriented, customer driven environment.
6. Have the ability to communicate well with community leaders, agency supervisors, and fellow employees.
7. Be a highly organized individual with sound management capabilities.
8. Possess a Vermont Driver's License or be able to obtain one.
9. Have an acceptable past work record.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Development Director shall be able to:

1. Frequently talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
2. Travel by car to be able to attend necessary meetings with organizations, agencies and clients.
3. Lift and carry items weighing up to 10 pounds such as audio visual equipment, easels, etc.
4. Clearly communicate with the public by all available means or in person.
5. Traverse rough terrain in order to view proposed community development projects.
6. Use close vision, and have the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet in the office, and moderate in the field.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The undersigned employee acknowledges that he/she has read and understands this job description, and that the undersigned supervisor reviewed the entire job description with the employee.

\_\_\_\_\_  
Supervisor                      Date                      Employee                      Date