



City of University City Position Announcement

| | |
|--|---|
| Job Title | Deputy Director of Economic and Community Development |
| Department | Community Development |
| Posting Date | August 28, 2017 |
| Closing Date for Resumes/Applications | Open Until Filled |
| Pay Grade and Salary Range | (20) \$63,513 - \$79,777 |
| Exempt/Non-exempt | Exempt |
| Status | Full-Time, Monday-Friday, 8:00 am – 5:00 pm |

Nature of Work

The Deputy Director of Economic and Community Development is a senior management position in the Department of Community Development. Under the direction of the Director of Community Development, the Deputy Director plans, coordinates and manages the complex technical and analytical activities related to the comprehensive planning, economic development, zoning, land use, housing, redevelopment, Geographic Information Systems, and research functions for the City. The incumbent will provide staff support to the Plan Commission, Board of Adjustment, Infill Review Board, Economic Development Retail Sales Tax Board, Land Clearance Redevelopment Authority, Tax Increment Financing Commission, Loop Special Business District, Chamber of Commerce and work with members of the public, developers, and officials.

RESPONSIBILITIES:

- Oversee all long-range planning activities for the City, including the preparation and implementation of the City's comprehensive plan, sub-area plans, neighborhood plans, land use plans and economic development plans.
- Coordinate and oversee the City's economic development activities. Develop comprehensive strategies for business retention, expansion and attraction (REA). Maintain and distribute economic development marketing materials, respond to inquiries from prospective business owners and developers about the city, create incentive programs etc.
- Develop, oversee and implement a strategic property acquisition plan for residential and commercial properties. The plan should include a financial component and coordinate existing programs and tools such as the Land Clearance Redevelopment Authority, Tax Increment Financing, and the Economic Development Retail Sales Tax.
- Develop, oversee and implement a land redevelopment program. Seek partnerships with private and non-profit organizations. Build capacity and resources.



City of University City Position Announcement

- Seek federal, state and local grant opportunities for carrying out short and long range planning and implementation activities. Prepare grant applications and administer said when received.
- Develop process improvements for development review.
- Ensures compliance with the zoning code, Olive Boulevard Design Guidelines, subdivision regulations, and comprehensive plan. Assist with the review of complex zoning projects, such as code and map amendments, variance applications, conditional use permits, subdivisions, site plans and code revisions.
- Prepare staff reports, briefs and memorandums for various boards and commissions.
- Prepare amendments to the Zoning Code, Subdivision Regulations and the comprehensive plan.
- Provide technical assistance to the public, developers, City Departments, and others on a broad range of planning and zoning projects and issues.
- Prepare special reports for City Council and administration on a broad range of planning and zoning issues.
- Supervise staff as assigned.
- Other duties as assigned.

QUALIFICATIONS:

Graduation from a four-year college or university with major course work in urban or regional planning, public administration or a closely related field. Master's Degree preferred. AICP certification required. Ten years of increasingly responsible professional experience in planning, community development or a related field.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of principles, practices and trends of urban planning and zoning;
- Problem solving and analysis;
- Knowledge of PC computers and word processing/database software;
- Knowledge of Geographic Information Systems (GIS);
- Strong oral and written communication skills;
- Strong organizational and analytical skills;
- Ability to manage multiple projects while adapting to fluctuating workloads and deadlines.



City of University City Position Announcement

TO APPLY: Interested applicants should complete an application and drop it off at the City of University City Human Resources Department, 6801 Delmar Blvd. University City, MO 63130. Hours of operation are Monday through Friday 8:00 am to 5:00 pm. Employment applications can also be downloaded from the City's website www.ucitymo.org. No faxes accepted. No Phone Calls please.

The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The City of University City is a drug and alcohol free work place. A pre-employment physical is required for this position.

AN EQUAL OPPORTUNITY EMPLOYER