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**City of Charles Town, West Virginia  
Job Description**

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**Job Title: Director of Community Development      Job Code: 134  
Pay Range: Grade 10, Step 1-20**

**Position Summary:**

This exempt position reports to the city manager and performs a variety of professional, administrative, technical, and supervisory duties related to planning, organizing, directing, controlling, and coordinating the planning, zoning, building, code enforcement, land development, community, and economic development functions of the city. The individual in this position provides direct supervision to professional and technical staff.

Crucial to this position is the ability to communicate with diverse personalities at all levels of the organization, while remaining flexible, proactive, resourceful and efficient, with a high level of maturity and professionalism. Expert written and verbal communication skills, strong decision-making ability (with supervisory guidance), exceedingly well organized and attention to detail are also equally important. The successful candidate must assure that staff work is carried out, interrelated issues are addressed, and details are not overlooked

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Essential Duties**

Effectively and efficiently manages Community Development Department operations by:

- Hiring, supervising, evaluating, and mentoring employees to encourage and develop positive work habits and performance.
- Developing, organizing, and directing the planning, community, and economic development programs of the city including long and short-term planning, land use regulation, land development review, building and code enforcement, downtown development, related capital improvement planning, and others.
- Coordinating the activities and agenda items for the Planning Commission, Board of Zoning Appeals, Historic Landmarks Commission, Vacant Structures Board, and other miscellaneous boards and committees and attending evening meetings.
- Planning, coordinating, and directing the implementation of the city's comprehensive plan, other small area plans, and local code changes with elected and appointed officials.
- Working with the city manager to prepare and manage annual program budgets and monitor expenditures.
- Promoting and marketing the City of Charles Town's many opportunities to establish, grow, and maintain profitable businesses.
- Acting as the primary point of contact with the business and development community for the city.
- Assigning priorities and delegating assignments to subordinate personnel, monitoring progress and quality, and ensuring deadlines are met.
- Directing or conducting feasibility studies, analyzing data, preparing reports and progress updates, and developing recommendations.

- Conducting public meetings and hearings as needed to solicit public responses and apprising city council and other boards/commissions of policy and project options.
- Prioritizing projects and establishing short and long-range plans.
- Working with the city's strategic consultants to research information for community and economic development grants, assisting with grant writing and negotiating grants, and administering obtained federal and state grants.
- Engaging in technical planning functions including research, review, analysis, presentation, and coordination of land use, zoning, annexation, economic development, special use permits, variance requests, and related applications.
- Overseeing technical building functions including research, review, analysis, code compliance and policy making related to building codes.
- Identifying alternatives for converting policy ideas into action plans affecting city development, expansion, transportation and related public programs.
- Serving as a technical advisor and liaison to the city council and other boards/commissions.
- Presenting reports to the city council, and providing information at public hearings.
- Coordinating projects with federal, state, and other regional and local regulatory agencies.
- Meeting with the public to discuss planning, building, code, zoning, land development, and economic development issues and facilitating potential solutions in order to bring development plans into compliance with city code, standards, and policies.
- Participating in project review meetings with various city departments and developers to identify problem areas related to planning, building, code, zoning, land development, and economic development standards, and negotiating options for compliance.
- Conducting research on historical land use, citizen issues, policies and concepts and presenting findings to interested parties.
- Serving as a representative on city, state and local boards and committees as assigned.
- Preparing ordinances to implement growth and development policies.
- Creating and maintaining an inventory of vacant commercial properties in the community and developing strategies to decrease vacancies within the city.

Participates in maintaining high quality standards within the department and organization by:

- Performing all work duties and activities in accordance with city policies, procedures, and safety practices.
- Administering selection, contracts, and compliance with outside consultants as required.
- Participating in a team effort to increase efficiency and quality of services provided by the department and build a positive public image.
- Establishing departmental goals and standards and ensuring they are met in a timely manner.
- Responding promptly to public and organizational needs.
- Developing and maintaining positive working relationships with supervisor, co-workers, subordinates, city council, the general public, and other individuals or groups encountered through this position.

Contributes to the success of the organization by:

- Participating in regular leadership and team meetings and contributing as required.
- Participating in and completing other projects as required.

**Minimum Qualifications and Required Knowledge, Skills and Abilities:**

The requirements listed below are representative of the knowledge, skills, and/or ability required to perform the job successfully:

- Knowledge of the advanced principles and practices of urban planning and community development.
- Knowledge of community and economic development processes and approaches to citizen participation.
- Knowledge of principles of comprehensive planning, zoning, land use regulation, subdivision and community design; economics, public finance, sociology, municipal law and public policy.

- Knowledge of general business principles and economic factors as they relate to business profitability and plant locations.
- Knowledge of recent developments in the field.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of the principles and practices of governmental organizations and applicable law, theory and applications; and local government structure and operation, including budgetary procedures.
- Knowledge of community development projects, policies and procedures.
- Knowledge of redevelopment laws and processes and local government revenue sources.
- Knowledge of customer service principles and procedures.
- Knowledge of and experience in the use of GIS Systems.
- Familiarity with grant writing and research and budget development.
- Ability to develop, implement and administer goals, objectives, and procedures for providing effective and efficient programs for community and economic development.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to communicate and work effectively with regional, state, federal, and local officials, civic and grass roots organizations, representatives from business, and individuals from a variety of backgrounds.
- Ability to interpret and apply complex laws, regulations, standards and policies.
- Ability to plan, organize, direct and supervise the work of subordinates.
- Ability to effectively manage projects and lead others.
- Ability to communicate effectively orally and in writing.
- Ability to motivate, develop, train, and evaluate subordinates.
- Skill in operating a personal computer, including word processing and spreadsheet programs.
- Skill in the use of Microsoft Word, Excel, PowerPoint, and other basic office computer software applications.
- Ability to build consensus.
- Ability to manage time and resources effectively.

**Education/Experience:**

Graduation from college with a bachelor’s degree in planning, community development, public administration or closely related field and five (5) years of related administration and supervisory experience, or an equivalent combination of education and/or experience.

**Physical Requirements and Work Environment:**

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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee is regularly required to sit, stand or walk; talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation.

The employee must occasionally lift and/or move up to 10 pounds.

**Special Requirements:**

This job description reflects management's assignment of essential functions and nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Possession of or the ability to obtain a valid, West Virginia driver's license.

**Reporting Relationships:**

Reports Directly to: City Manager

Review Responsibility: City Manager