



## PLANNING AND DEVELOPMENT DIRECTOR

**Reports to:** Office of the Mayor

**Salary:** \$50,000 to \$110,323, commensurate with experience

The Planning and Development Director works under the immediate direction of the Mayor, and is responsible for managing the City's community development, planning, and economic development activity. The Planning and Development Director also works with the City's Chief Building Code Official with regard to enforcement of the City's building code and zoning code, supervising the City's Housing Administrator, the Community Development Manager, and administrative staff within the Building Department. The Director's responsibilities include, but are not limited to improving the health, prosperity, and communication for the residents, businesses, and neighborhoods, and improving the tax base of the City. The Director will provide leadership in the ongoing implementation of the City's Master Plan; provide professional and technical expertise in the development of the community and neighborhoods; and manage employee performance, budgeting, and department expenses to ensure the successful function of the department.

- Supervise the Housing Administrator and, in conjunction with the Chief Building Official, manage staff and processes in the Building Department and enforcement of the City's building and zoning codes.
- Administer the City's Master Plan and other transportation and neighborhood plans, working with other City departments, agencies, and residents.
- Oversee regular reviews of the Master Plan in order to enhance and improve the Plan's effectiveness.
- Identify and secure funding sources, including grants, to facilitate community and economic development.
- Provide leadership in the administration of Community Development Block Grant (CDBG); HOME Investment Partnership Program (HOME); and Housing and Urban Development (HUD) grants and applications to ensure grant performance requirements are met.
- Engage and involve the residents and organizations of the City in the planning and development process, including regular communication, participatory planning meetings, community meetings, and workshops.
- Develop business and community relations to support the creation of job opportunities and encourage a positive economic climate.
- Maximize relationships with local, state, federal, and non-profit economic development agencies to support business growth.
- Administer local economic development incentive programs.
- Manage complex municipal real-estate and development transactions.
- Keep abreast of the economic and legal issues involved in community development or redevelopment.
- Act as liaison to the Planning and Zoning Commission to ensure compliance with the Maple Heights Codified Ordinances.

- Oversee the development review process, including the coordination with the Building Department, Office of the City Engineer, other City departments and agencies.
- In conjunction with the City Engineer, Service Director and Human Services Director, plan and manage community improvement projects including public parks, buildings, properties, and rights-of-way.
- Manage relevant communication messages and channels, including in meetings, presentations, social media, website, advertising and promotions, and other media.
- Perform other related duties assigned by the Mayor.

## **Qualifications**

Masters degree in Urban Planning, Urban Affairs, Urban Design or other related field preferred; Bachelor's degree or significant related experience required. High school diploma or equivalent required.

Considerable knowledge and experience in collaborative leadership, communication, problem-solving, program and project management.

Extensive knowledge of and experience with theories, principles, and practices of urban planning, community development, and economic development.

Knowledge of federal, state and local laws and standards applicable to community development, planning and development.

Thorough knowledge of budgeting, management, public policy and local government processes applicable to planning and development.

Ability to establish and maintain effective working relationships with employees, government agencies, development and real estate communities, community leaders and the general public.

Ability to communicate effectively, both orally and in writing, and to make effective presentation to professionals, citizens, City Council, boards and commissions.

Ability to analyze and manage the compilation of technical and statistical information, and prepare and communicate reports.

Must successfully complete background check and drug screen prior to hire.

Applications are available on the City of Maple Heights website: [www.citymapleheights.com](http://www.citymapleheights.com) and also at the City Hall located at 5353 Lee Road, Maple Heights, Ohio 44137. Please return application, resume and cover letter including salary requirements to the City of Maple Heights, Department of Human Resources, at address above; or send to [hr@mapleheightsohio.com](mailto:hr@mapleheightsohio.com).

*The City of Maple Heights is an Equal Opportunity Employer. The City of Maple Heights will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs, or disability. Applicants with a disability who may need accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Maple Heights Human Resources Department. The City of Maple Heights is a drug-free and smoke-free workplace.*