

**Village of Essex Junction
Job Classification Description**

DEVELOPMENT DIRECTOR

GRADE 9

BASIC FUNCTION

To administer and oversee the enforcement of the Village Land Development Code; implement the Village Comprehensive Plan; including both current and long-range planning functions.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

> Primary

- < Plan, request and administer a department operating budget.
- < Supervise the Assistant Zoning Administrator and Development Secretary.
- < In depth knowledge of the Village Land Development Code and Comprehensive Plan.
- < Review and assess development applications, including subdivisions, site plans, conditional use permits and similar land use requests.
- < Serve as a liaison with various state and regional agencies regarding development matters.
- < Assist the Village Manager in economic development initiatives.
- < Provide staff support to the Village Manager and keep him updated on major planning and zoning issues.
- < Assist the public in completing applications and interpret the Land Development Code for them.
- < Prepare staff reports to the Planning Commission and Zoning Board.
- < Act as chief compliance officer and oversee the overall enforcement efforts to ensure compliance with the Essex Junction Land Development Code, Planning Commission Findings and the Essex Junction Fee Schedule.
- < Attend all Planning Commission, Zoning Board and construction meetings, and other meetings as assigned by the Village Manager.
- < Perform a variety of general public relations functions, disseminating information to the media, community groups and the like.
- < Keep abreast of current developments in the field.

Development Director (continued)

SUPERVISION RECEIVED

Direction is received from the Village Manager.

SUPERVISION EXERCISED

Supervise the Assistant Zoning Administrator and Development Secretary.

QUALIFICATIONS

- < Bachelor's degree in urban or regional planning, environmental studies, public administration or other appropriate discipline, plus two to four years relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Master's Degree and AICP (American Institute of Certified Planners) preferred.
- < Broad base of planning related technical knowledge and skills, including engineering, local government, housing, public works and the like.
- < Preference for a working knowledge of GIS (Geographic Information System).
- < Ability to conduct site visits and inspections.
- < Ability to deal effectively with and represent the Village to government agencies, developers, media, community groups, citizens, businesses and the community.
- < Ability to read land surveys, engineering drawings, construction drawings and maps.
- < Ability to communicate effectively both oral and written, including public presentations and conflict resolution.
- < A valid driver's license is required.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.