

**CITY OF LEADVILLE, COLORADO
COMMUNITY DEVELOPMENT AND PLANNING DIRECTOR**

FLSA STATUS:	EXEMPT	SUPERVISOR:	CITY ADMINISTRATOR
DEPARTMENT:	ADMINISTRATION	REVISION DATE:	04-15-22

Reports To:

City Administrator

Job Definition:

The Community Development and Planning Director is the primary staff person within the city responsible for managing growth, development, and change within the City of Leadville. This position is responsible for the development of short and long-term strategies and policies to help ensure that the city grows in a smart, sustainable, and equitable fashion. This position participates in the review of land-use applications and provides support to various boards and commissions. This position works closely with the City Council and other members of the small administrative team at the city.

Essential Duties:

The following duties **are not** intended to serve as a comprehensive list of all duties performed by this position. The duties below are intended to provide a representative summary of the major duties and responsibilities.

The Community Development and Planning Director performs administrative, professional, and technical work in the development and implementation of current planning programs related to land use, building code and related municipal plans and policies; acts as municipal liaison to developers, property owners, and the public; manages long-range planning goals; serves the Planning and Zoning Commission and Historic Preservation Commission. Additionally, the Community Development and Planning Director assists the City Administrator in a community development role through public relations and communication; grant acquisition and application; and community outreach and engagement.

Representative Responsibilities:

Planning

- Plans, organizes, and directs the work activities of city planning and zoning related to land use, building, local, state and federal laws and regulations
- Responds to local citizens inquiring about local planning and zoning regulations and ordinances
- Provides guidance to the public regarding planning and land use code regulations, offering pre-conference meetings prior to application submittals
- Schedules hearings and actions, monitors the approval process, prepares staff reports and related data as required

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- Provides staff support to the Planning and Zoning Commission (and Historic Preservation Commission and City Council as needed). Prepares agendas, facilitates public hearings, and offers planning reports and supporting data, including recommendations for various land use issues
- Reviews and processes complex comprehensive plan amendments and updates, re-zonings, annexations, site plans, plats
- Prepares planning documents for the city, including but not limited to, the city's Comprehensive Plan, Land Use Code and Design Guidelines.
- Analyzes and reviews proposed developments for compliance with local, state, and federal laws, regulations, plans and policies
- Recommends upgrades or revisions to city's land use regulations, comprehensive plan, and other city documents
- Works closely with the County Building Inspector and city staff to handle any land use, planning, zoning, and development activities
- Coordinates with the Lake County Community Development Director and other County departments
- Attends professional development workshops and conferences to keep current with trends and developments in the fields of municipal planning and community development

Community Engagement

- Introduces, manages, and coordinates programs and projects which ensure that development within the city is consistent with community values
- Coordinates community outreach related to development projects in the form of public notices, neighborhood meetings and other activities.
- Provides recommendations to businesses in their expansion and relocation efforts including site selection, permitting, and networking
- Stays informed of all funding options available that fit the city's needs and helps seek out and apply for grant opportunities
- Liaison to the Main Street Program, providing technical and logistical support for the Main Street District and its programming
- Liaison to the Leadville Lake County Economic Development Corporation
- Liaison to the Leadville Urban Renewal Authority
- Assists with website management and social media communications regarding community

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development opportunities and public projects

- Develops and maintains strong positive relationships with state and regional partners such as Department of Local Affairs (DOLA), Southern Colorado Economic Development District (SCEDD), Upper Arkansas Area Council of Governments (UAACOG) and the Colorado Municipal League (CML)

Additional Duties:

Perform related work and support for the city's Administration Department as required and assigned.

Supervision Exercised:

No supervisory responsibilities.

Independence of Action:

Work is performed in accordance with statutory requirements, standard practices and methods requiring initiative to complete recurring assignments independently and judgment to determine which of many methods are applicable in any given situation.

Communication/Working Relationships:

Strong written and verbal communication skills with the ability to effectively communicate and interact with all levels of the organization, outside agencies, and the general public in a positive and cooperative manner. Maintain strong working relationships with City Councilmembers, City Administrator, Finance Director, Department Heads, Lake County and outside agencies.

Knowledge, Skills and Abilities:

- Knowledge of the laws, principles and practices related to planning, zoning and comprehensive plans.
- Knowledge of land development and the municipal/county development review process.
- Knowledge of basic statistical, algebraic, and/or geometric methods and ability to apply in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Skill in research and data collection.
- Skill to create graphic designs and render site plans via sketches and/or computer graphics highly desirable.
- Skill to review plans and ensure compliance with City codes and standards.

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- Ability to communicate effectively, both orally and in writing with other development professionals (engineers, architects), elected/appointed officials, other staff members and members of the public.
- Ability to read, analyze and interpret technical journals, financial reports and legal documents, as well as write detailed reports and business correspondence.
- Ability to respond effectively to sensitive inquiries or complaints and provide excellent customer service.
- Ability to creatively problem-solve to address vaguely defined issues.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend government meeting that may take place after normal business hours.

Qualifications:

Experience:

- College degree in urban planning, economic development, public administration, or related course of study
- Three years' experience in community planning and/or development
- Knowledge of historic preservation
- Excellent written and verbal communication skills
- Strong interpersonal skills and ability to establish effective working relationships with co-workers, elected officials and the general public
- Ability to work independently, pay close attention to detail, and manage multiple reports, documents, and deadlines effectively
- Innovative, collaborative, organized, self-motivated
- Ability to operate a motorized vehicle and possess a valid driver's license
- Ability to properly operate or use: computer (Google, Microsoft Office software), telephone, copier, calculator, audio and video recording devices, and other office equipment.

Licenses:

- Valid Colorado Driver's License and satisfactory driving record is required.

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- American Institute of Certified Planners (AICP) desirable, but not required.

Physical Demands 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. 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 of this position.

The position is primarily administrative in nature, working indoors, completing tasks such as reading and reviewing reports, papers and other documents, typing, filing, writing reports, correspondence and other documents. This portion of the job will require sitting, walking, bending, kneeling, standing, hearing, speaking and lifting boxes up to 20 pounds occasionally. Specific vision abilities required by this position include close, distance, and the ability to adjust focus.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	R
Standing	F	Inside Work	C
Walking	F	Outside Work	R
Running	R	Walking on uneven surfaces	R
Stooping	O	Working at height	R
Kneeling	O	Other:	
Squatting	O		
Climbing	R	Environmental Conditions	
Balancing	O	Exposure to Chemicals	R
Reaching	O	Exposure to Gases/Fumes/Dust	R
Grasping	C	High Noise Levels	R
Fingering	C	Moderate Noise Levels	O
Handling	C	Vibrations	R
Visual Acuity Near	F	Work in Traffic	R
Visual Acuity Far	O	Local Travel	F
Depth Perception	R	Out of Town Travel	O
Color Discrimination	R	Other:	
Peripheral Vision	O		
Talking	C		
Hearing	C		
Light/Power Equipment Ops	R	Weight of Objects Moved	
Heavy Equipment Operation	R	Over 100 pounds	R
Other:		Over 50 Pounds	R
		Over 10 pounds	O

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Compensation:

The Community Development and Planning Director position is a full-time position and requires a minimum of 40 office hours a week including attendance at public meetings (including evenings). The pay range is \$60,000 - \$80,000.

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.