

ADA TOWNSHIP

POSITION DESCRIPTION

Position Name	Community Development Director
Reports to	Township Manager
Supervises	Planner / Zoning Administrator; Downtown Development Authority Director; Planning Department Administrative Assistant, other assigned staff, interns, and consultants
Employment Status	Exempt

POSITION SUMMARY

Under the general direction of the Township Manager, the Community Development Director administers the Township Planning Department and Downtown Development Authority. The Director provides strategic leadership and administrative oversight for Ada Township's planning & zoning, development, and downtown development functions. The Director coordinates the work of the Downtown Development Authority, Planning Commission, and Zoning Board of Appeals. The Director serves as the Township's senior planning official, supervises the Planner/Zoning Administrator and the Downtown Development Authority Director and other staff as needed.

The Director is responsible for integrating long-range planning, development review, zoning administration, ordinance implementation, and DDA initiatives into a coordinated program that supports thoughtful growth, a vibrant downtown, sound public investment, and preservation of Ada Township's community character. The position exercises considerable independent judgment and discretion in administering complex projects and advising the Township Manager, Township Board, DDA Board, Planning Commission, and other appointed bodies.

The Director provides administrative supervision and coordination for the DDA Director. The DDA Director is responsible for implementing programs, projects, budgets, and expenditures authorized by the DDA Board in accordance with applicable law, the adopted DDA Development and Tax Increment Financing Plan, and Township policies.

ESSENTIAL JOB FUNCTIONS

An employee in this position may be called upon to perform any or all of the following functions. These examples do not include every duty the employee may be expected to perform.

Department Leadership and Administration

- Plan, organize, direct, and evaluate the Township's planning, zoning, development, and downtown development functions.
- Supervise, support, and evaluate the Planner / Zoning Administrator, DDA Director, and Planning Administrative Assistant; establish work priorities, clarify responsibilities, coordinate workloads, and promote professional development and accountability.
- Participate in the recruitment, selection, onboarding, evaluation, professional development, and discipline of departmental employees in coordination with the Township Manager.
- Develop and administer departmental goals, work plans, policies, procedures, performance measures, and budgets consistent with Township priorities.

- Coordinate the activities of the Planning Department and DDA staff so that land-use decisions, public improvements, parking, business support, events, communications, and redevelopment initiatives are aligned.
- Oversee the selection and management of professional consultants and service providers; oversee scopes of work, contracts, schedules, budgets, and deliverables.

Boards, Public Engagement, and Intergovernmental Relations

- Provide or coordinate professional staff support to the Township Board, Planning Commission, Zoning Board of Appeals, DDA Board, and other committees or advisory groups as assigned.
- Ensure that departmental reports, agendas, notices, public records, meeting materials, and recommendations are accurate, complete, timely, and consistent with legal and Township requirements.
- Communicate clearly and professionally with elected and appointed officials, applicants, residents, businesses, community groups, the media, and representatives of other public agencies.
- Facilitate public meetings, stakeholder discussions, development meetings, and community engagement processes involving complex or competing interests.
- Establish and maintain effective relationships with county, regional, state, and federal agencies and pursue partnerships, technical assistance, and grant funding that advance Township objectives.
- Respond to and resolve difficult or sensitive inquiries and complaints concerning planning, zoning, development, downtown programs, and departmental services.
- Perform other duties as assigned by the Township Manager.

Planning and Zoning

- Provide leadership for the administration, interpretation, and periodic amendment of the Township Master Plan, Zoning Ordinance, and other adopted land-use and development policies.
- Oversee the review and processing of site plans, special land uses, planned developments, subdivisions, land divisions, rezonings, variances, signs, and other development or zoning applications.
- Interpret the Zoning Ordinance and other assigned ordinances; conduct or oversee field investigations; issue or authorize zoning compliance certificates for new uses and construction; and coordinate zoning compliance matters with the Township's building-inspection provider.
- Review or direct the preparation of professional staff reports, recommendations, ordinance amendments, planning studies, development agreements, and presentations for the Township Board, Planning Commission, and Zoning Board of Appeals.
- Coordinate development review with Township departments, engineers, attorneys, outside agencies, applicants, property owners, and other affected parties.
- Oversee zoning administration and enforcement activities, including coordination with Planner/Zoning Administrator, legal counsel, and other Township staff when compliance issues require formal action.
- Lead preparation and periodic updating of the Township Master Plan and coordinate related plans, including transportation and parking studies, and other official planning documents.
- Ensure that planning and zoning legal notices, publications, and public-hearing materials are prepared and issued in accordance with applicable law in coordination with the Township Clerk.
- Prepare an annual report summarizing Planning Department activities as required by law.

Downtown Development Authority

- Provide administrative supervision, strategic direction, and performance oversight for the DDA Director while respecting the DDA Board's statutory authority over DDA plans, programs, budgets, projects, and expenditures.
- Work with the DDA Director and DDA Board to implement and periodically update the DDA Development and Tax Increment Financing Plan and annual work program.
- Coordinate downtown planning, redevelopment, business support, placemaking, parking, infrastructure, streetscape, communications, marketing, and special-event initiatives with broader Township plans and priorities.

- Oversee the development and administration of DDA-related agreements, grants, professional service contracts, financial assistance programs, and major capital projects in coordination with the DDA Director and appropriate Township staff.
- Coordinate with the Buildings, Facilities, and Grounds Department and other Township departments regarding downtown infrastructure, maintenance, public spaces, parking, and capital needs.
- Promote collaboration among the DDA, Ada Business Association, Discover Ada, nonprofit organizations, property owners, residents, and other community stakeholders.
- Monitor economic, demographic, development, and market conditions and recommend strategies that strengthen the long-term vitality of the DDA district and Township as a whole.

KNOWLEDGE SKILLS AND ABILITIES

- Thorough knowledge of municipal planning, zoning administration, land-use law, development review, master planning, and zoning ordinance preparation and enforcement.
- Working knowledge of Michigan laws governing townships, planning and zoning, downtown development authorities, and municipal administration.
- Knowledge of downtown development, public-private partnerships, municipal infrastructure, parking, placemaking, budgeting, contracts, grants, and project management.
- Ability to lead and supervise professional staff, establish priorities, delegate work, evaluate performance, resolve problems, and foster collaboration across organizational lines.
- Ability to analyze complex development and policy issues, evaluate alternatives, exercise sound judgment, and present practical recommendations to elected and appointed officials.
- Ability to communicate effectively verbally and in writing and to prepare clear reports, policies, ordinances, presentations, budgets, and public information.
- Ability to establish and maintain effective working relationships with officials, employees, applicants, developers, business and property owners, residents, community organizations, consultants, and other agencies.
- Ability to manage multiple complex projects and deadlines, maintain accurate records, and produce high-quality work in a timely and efficient manner.
- Proficiency with standard office software and familiarity with GIS, permitting, records management, and other technology used in municipal planning and development.

EDUCATION TRAINING AND EXPERIENCE

1. Bachelor's degree from an accredited college or university in urban or regional planning, public administration, economic development, business administration, or a closely related field. A master's degree is preferred.
2. At least five years of progressively responsible professional experience in municipal planning, zoning, community development, economic development, downtown development, or a closely related field. Seven or more years of relevant experience is preferred. Other professional experience, including military service involving leadership, supervision, or management responsibilities, may be considered toward meeting this requirement when it demonstrates skills transferable to the position.
3. At least three years of supervisory, management, or significant project-leadership experience. Experience supervising professional staff in a local-government setting is preferred.
4. Experience working with a planning commission, zoning board of appeals, downtown development authority, governing board, or comparable public body is strongly preferred.
5. Must possess a valid State of Michigan driver's license, a satisfactory driving record, and the ability to maintain both throughout employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described below are representative of those encountered while performing the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions with or without reasonable accommodation.

- Work is performed primarily in an office and public-meeting environment, with periodic field visits to development sites, businesses, public spaces, and project locations.
- The employee is frequently required to sit, communicate, and use a computer and other office equipment, and is occasionally required to stand, walk, reach, bend, or travel between work locations.
- The employee must occasionally lift or move materials weighing up to 25 pounds.
- Attendance at evening meetings and occasional events outside normal business hours is required.

General disclaimer. This position description identifies the general nature and level of work performed. It is not an exhaustive list of all duties, responsibilities, qualifications, or working conditions associated with the position. Ada Township may modify the position's duties and responsibilities as organizational needs change.

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