City of Shakopee
POSITION DESCRIPTION

TITLE: Director of Planning & Development
DEPARTMENT: Planning & Development
CLASSIFICATION: Director
REPORTS TO: City Administrator
STATUS: Full-Time, Exempt
PAY GRADE: 12
LAST REVIEWED: 04.15.2021

SUMMARY

Leads, directs and coordinates the City's planning and zoning, building inspection, permitting, natural resources and economic development divisions. Responsible for overseeing all aspects of the Department's operations, including the establishment of an effective organizational structure and management of personnel, equipment, and budgetary resources.

ESSENTIAL DUTIES AND RESPONSIBILITES

- In conjunction with the City Administrator and City Council, establishes policies, procedures and programs designed to achieve the City's goals and objectives for economic development and redevelopment, land-use, housing and retail/commercial services. Monitors and reports on progress in achieving goals.
- Ensures the coordination of all development-related processes and functions and the provision of excellent customer service to the public, with a specific emphasis on property and business owners, builders and developers.
- Establishes strong working relationships between the City and numerous agencies and organizations involved in development processes, including Scott County, the Metropolitan Council, Shakopee Public Utilities, and various state agencies.
- Provides guidance and broad direction to staff working with the Planning Commission, Board of Adjustments & Appeals and Economic Development Advisory Commission to ensure a collaborative and cohesive approach to planning and development issues.
- Serves as the initial point of contact for Economic Development and Redevelopment projects.
- Assists in the negotiation and implementation of development agreements, including tax increment financing and tax abatement contracts.
- Administers local economic development assistance programs, such as loan and grant programs.
- Ensures appropriate City involvement and oversight in the planning and provision of transit services through the Minnesota Valley Transit Authority.
- Continuously evaluates the Department's processes and services; developing options for improving or matching services more closely to community needs. Ensures adopted changes are implemented within the designated timeline and budget.
- Serves as the City's Zoning Administrator
- Provides oversight and direction to staff in the City's Natural Resources Division in order to ensure environmental policies and regulations are appropriately applied, and that care, preservation and creation of natural resources is properly accounted for in the development and maintenance of the City's physical and natural infrastructure. Provides direct and in-direct leadership and supervision to all Department employees in accordance with City policies and applicable laws. Responsibilities include development and training of personnel; planning, assigning and directing work; evaluating performance, addressing complaints, resolving problems and taking appropriate disciplinary action when necessary.
- Develops and recommends annual departmental operating budget. Monitors and controls expenditures within approved limits and according to City policies and procedures.
- Facilitates understanding of Department's plans, policies, codes, regulations and functions for elected officials and members of the community.
- Represents the department at a variety of regularly scheduled and special City meetings and workshops.
- Establishes and maintains effective working relationships with other City departments and staff; works collaboratively as part of the City's management team to ensure the most effective and efficient delivery of municipal services as a whole.

- Participates in external meetings, seminars and training designed to keep informed of recent trends in the field, industry best practices, new technologies and potential improvements.
- Oversees administrative functions of the Department, including but not limited to the creation and maintenance of all necessary and appropriate records, in accordance with the City's records retention schedule; the dissemination of information to the public in accordance with applicable laws; and the timely preparation of all necessary reports, correspondence and memos.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the municipal development process, modern principles and methodology of urban planning, local and state economic development issues and programs and economic development and redevelopment techniques and practices.
- Knowledge of relevant local, state and federal laws.
- Ability to maintain a high level of integrity and ethical performance at all times.
- Ability to establish and maintain positive, professional working relationships internally with co-workers, subordinates and supervisors and externally with representatives of a wide variety of local, state and federal agencies and organizations, as well as private entities.
- Ability to work with the public in a friendly, tactful manner.
- Ability to effectively organize and present information to elected officials, City staff and members of the public.
- Ability to plan, direct and integrate broad, comprehensive planning and community development issues and problems, evaluate solutions and develop sound conclusions, recommendations and courses of action.
- Ability to effectively respond to a wide variety of inquires or complaints from regulatory agencies, elected officials, City staff and the public.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to prepare complex reports and correspondence, using proper grammar, spelling and punctuation.
- Ability to read, analyze, and interpret a wide range of documents including City policies, state statutes and legal documents.
- Ability to support department recommendations within a context of objective analytical data and justifiable cost.
- Ability to work successfully under stress, pressure and changing conditions. Ability to evaluate situations, innovate, improvise as necessary, and adapt in a timely fashion.
- Ability to plan and develop organizational goals and objectives, take initiative, facilitate organizational change and communicate goals and objectives to Department personnel and the general public.
- Ability to assign, instruct, evaluate and prioritize the work of subordinates within the overall framework of department goals and objectives.

SUPERVISION

- Supervises the Planning and Development and Building divisions, and all staff.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

Bachelor's Degree in urban planning, business administration, public administration or other related field, and at least seven years of increasingly responsible and diverse state or local government experience. Must have supervisory experience.

Desirable Qualifications

Master's Degree in a related field and a combination of public and private sector experience strongly desired. Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

WORKING CONDITIONS
The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment.

PHYSICAL DEMANDS AND
While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees is required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB
- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.