

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **DIRECTOR OF COMMUNITY DEVELOPMENT**
DEPARTMENT: **COMMUNITY DEVELOPMENT**
UNION: **NO**
FLSA STATUS: **EXEMPT** (*Executive*)

SUPERVISION:

Reports to: Township Administrator
Position Titles Supervised: Planning Administrator, Zoning Officer, Construction Code Official, Fire Official, assigned clerical support staff

POSITION QUALIFICATIONS:

Education Required: Graduation from an accredited college or university with a Bachelor's degree in planning, engineering, land use, or a related field; Graduate degree and/or Professional Planner certification preferred.

Experience Required: Five (5) years related experience; progressive and responsible land use and/or economic development experience in either government or private industry. Experience with NJ Land Use and Affordable Housing regulations preferred. Demonstrated management and supervisory experience.

SPECIALIZED KNOWLEDGE/SKILLS:

- Working knowledge of state, county and local statutes, ordinances and codes relating to land use;
- Knowledge of the development process for commercial and residential properties;
- Ability to apply policies, procedures and ordinances with tact and impartiality;
- Ability to express ideas clearly, concisely, orally and in writing, including statistical and other reports containing findings, conclusions and recommendations;
- Ability to read site, subdivision and building plans and to understand their content;
- Ability to take and maintain a firm and correct stand when controversial matters are considered;
- Ability to organize assigned work and develop effective work methods;
- Knowledge of computers and the ability to apply their use to departmental functions;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.

POSITION SUMMARY:

Acts as the Chief Administrative Officer for Community Development and is directly responsible for the conduct, efficiency and management of the department.

PHYSICAL/ENVIRONMENT CONDITIONS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

EQUIPMENT:

Computer, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Serves as technical planning advisor to the Mayor and Committee, Planning Board and Zoning Board; conducts studies as requested and approved by the Mayor and Committee.

Receives plans of proposed development of land within the Township, reviews such plans for conformity to sound planning and design principles, recommends redesign if necessary and makes studies of land development in an attempt to integrate development with surrounding properties and with overall plans of the Township.

Recommends and assists in the preparation of amendments to the Land Use Code and Master Plan as needed.

Acts as coordinator with contracted professionals (i.e. engineer, solicitor) for the Township on all planning and development matters.

Represents the Township on land use matters and acts as liaison between the Township and regional, state, and federal agencies: Census Bureau, COAH, DCA, DEP, Pinelands, etc.

Directs workflow of all projects and applications.

Establishes customer friendly checklists to assist applicants.

Oversees time lines, escrow accounts, performance bonds, developer improvements, street dedications, etc. and makes reports as directed to the Committee.

Provides follow up on all Planning and Zoning Board resolutions.

Facilitates a useful and effective Conceptual Review process.

Serves as Municipal Housing Liaison.

Plans, organizes and directs the planning and promotional activities involved in the economic development of the Township and provides a proactive approach to recruiting projects designed to enhance economic development.

Prepares reports and studies pertaining to the business development of the Township and handles mail and other outreach promotions directed to commercial firms in an effort to attract new ratable to the Township.

Makes survey tours of available sites to prospective clients and maintains up to date files on available sites, their specifications, and pertinent information on existing structures.

Prepares correspondence with clear, sound and accurate information and reports containing findings, conclusions and recommendations to the Committee.

Acts as ombudsman to any and all commercial projects to marshal them through the process from start to finish, including assisting with Planning Board, Construction permits, etc.

Create and maintain an effective marketing package that can be distributed to interested realtors, developers, builders, etc.

Attend all regularly scheduled Township Committee meetings.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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.

Approval: Michael Jacobs, Administrator
Revised: November, 2018