



Post Date: January 27, 2012
Removal Date: February 9, 2012

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Director of Economic Development / City Planner

DEPARTMENT: Economic Development / Planning Department

HOURS: 40 Hours per Week

SALARY: \$39,726.96 - \$65,680.22

DUTIES: The Director of Economic Development / City Planner is both a managerial and technical position in which the incumbent is responsible for overseeing the activities and operations of the Economic Development Department including the functions of economic development, city planning, zoning, community development, building permits, housing and property inspections, sign inspections, urban planning, transportation planning, grants development, code enforcement, housing revitalization and geographic information systems.

Work primarily involves economic development: directs and develops appropriate land use within the city, e.g., plans, directs, and oversees the land use and transportation planning with accountability for results of urban focus and community livability, costs, and feasibility; works closely with other departments in the solicitation and administration of grants appropriate for economic development within the city; prepares and implements ordinances and policy in conjunction with federal and state requirements as directed by the City Manager.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

MINIMUM EDUCATION AND EXPERIENCE: This position requires a high level of technical, professional and managerial competency with a proven and verifiable track record of success.

Graduation from an accredited college or university with a baccalaureate or master's degree in Economic Development, Urban Planning, Business or Public Administration, Public Relations or a closely related field. Ten (10) years prior supervisory and professional experience in economic development, community development or urban planning agency; to include a minimum of three (3) years or more experience in Marketing, Business Administration, or a closely related field of proven and verifiable performance. Background working in a public organization or municipality is preferred, but not required.

REQUIRED DOCUMENTS: Applicant must provide proof of a Bachelor's Degree or higher in a related field or provide a valid copy of his/her transcript to verify coursework. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, Personnel Generalist at City Hall.

EXTERNAL APPLICANTS: Applications are available at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553; or download an application online at www.gautier-ms.gov.

APPROVED by: Veneice A. Barnett

DATE: 1/26/2012

XC: Administration Department
Civil Service Commission (5)
Economic Development Department
Fire Department (3)
Police Department
Public Works Department (2)

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



DIRECTOR OF ECONOMIC DEVELOPMENT / CITY PLANNER

Department:	Economic Development	Pay Grade:	16 (Schedule 2080)
Reports To:	City Manager	Exempt (Y/N):	Yes

NATURE OF WORK

The Director of Economic Development / City Planner is both a managerial and technical position in which the incumbent is responsible for overseeing the activities and operations of the Economic Development Department including the functions of economic development, city planning, zoning, community development, building permits, housing and property inspections, sign inspections, urban planning, transportation planning, grants development, code enforcement, housing revitalization and geographic information systems.

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The incumbent is expected to organize city economic development activities with the Chamber of Commerce, private businesses, general public and other agencies; promote the city as a sustainable option for an ideal business location; establish and maintain effective relationships with developers, site selectors, key business leaders/stakeholders, municipal officials and other governmental officials, as well as the community. The Director / City Planner must formulate economic development strategies in order to establish and lead programs and practices which would result in capital investment, expanded tax base, creative and niche development, job creation, recreation, art, culture, and entertainment venues, revitalization projects, tourism and future essential developments.

This employee must utilize excellent communication skills to effectively present information in a one-on-one, small and large group setting; strength in interpersonal skills are an essential mechanism in developing and sustaining effective working relationships with the public; required to demonstrate, through prior work experience, the ability to identify and resolve complex issues and problems in a courteous and professional manner while adhering to an appropriate policy and procedure. He or she must maintain a professional and presentable appearance at all times in order to be an example for department staff.

The employee must be a self-motivated and innovative leader with excellent communication and presentation skills; who is capable of occupying a highly visible position within the community. He/she must work closely with businesses which exhibit developmental interests; and maintain an exceptional and professional relationship with the City Manager, Mayor and Council members and co-workers. Work requires the ability to resolve conflicts and maintain harmonious relationships with city organization, developers, property owners, and general public to assure that efforts are effectively directed toward achieving the common City goals.

The incumbent must communicate official plans, policies and procedures to staff and general public; manage and supervise Economic Development Department operations to achieve goals with available resources; organize workloads and staff assignments; ability to train, motivate and evaluate department staff; assess operation functions and direct changes as needed. As the director, the employee will be responsible for applying thorough and extensive knowledge of modern techniques and concepts of planning and economic development and of sound management and administrative principles and techniques.

Work programs and objectives are established and approved by the City Manager, but the employee shall exercise professional initiative and judgment in carrying out all programs. Incumbent is expected to exercise independent judgment in interpreting data and selecting appropriate statistical and financial techniques. Work is performed under general supervision of the City Manager and reviewed through conferences, accomplishment of desired results, reports, and by observation of economic development activities.

Because this is a supervisory position, the incumbent must maintain minimum work hours, from 8 a.m. to 5 p.m. (with one hour for lunch) Monday through Friday, to provide proper service levels to all City departments and the public.

City of Gautier
City Manager SR



DIRECTOR OF ECONOMIC DEVELOPMENT / CITY PLANNER

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Reviews design of subdivision, multi-family residential, commercial, and industrial development proposals and critiques against municipal and state codes, professional design concepts and current city infrastructure capacities.

Collects, tabulates, analyzes, and presents data on planning projects in the form of written, graphic, or oral reports for use before boards, commissions, and the public, participates in surveys of land use, economic development, social services, and transportation. Develops, implements, and evaluates department goals and objectives, and programs, policies and procedures to improve the effectiveness and efficiency of department programs and services based on analysis of legal, social, economic, environmental and political factors, workload, and staffing levels to provide appropriate and effective planning and public services to the community.

Provides assistance to owners and developers of development projects, assists general public by resolving complaints regarding department activities, and answering questions and by advising on course(s) of action via telephone, correspondence, and in person.

Attends various community activities, professional and civic organization meetings to communicate city direction, programs and policies.

Assigns, supervises, and evaluates work of department personnel. Hears grievances and administers disciplinary action. Interviews and effectively recommends hiring and termination actions. Ensures provision of adequate training, within the department.

Administers land use codes, includes zoning, land diversion, transportation, annexation, modular housing, manufactured housing, and planned development overlay codes. Receives, reviews and processes requests, including land use and rezoning; and building and code enforcement.

Develops and/or oversees the conduct of necessary studies and analysis, preparation of related information and reports, and develops recommendations for the Planning Commission and City Council. Oversees the actions of the Planning Commission, providing technical guidance, historical information, on site observations and professional recommendations. Attends City Council and various other meetings, providing input and other information and receiving direction and other information. Prepares resolutions and ordinances and reports for action by Council.

Attends conferences and meetings with City Manager and other operating officials regarding programs, operations, services, and procedures for which incumbent is responsible.

Manages department projects by developing scope of work, budgets, worksite inspection, coordinating with consultants, department staff, and/or other governmental bodies.

Receives and resolves citizen complaints and concerns about department functions and personnel.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development and city planning.

Assists in designs for parks, streetscapes, landscapes, and other municipal projects.

Assists city staff in the enforcement of local ordinances and interpreting city codes and master plans.

Solicit investors, philanthropies, and developers to promote the City as the city of choice for new businesses and residents.

Maintain a data base of facts regarding existing environmental, commercial, retail and industrial businesses in the City.

Prepares and administers the City's Business and Marketing Program. Develop a Marketing brochure and other methods for promotion purposes.

Ensures compliance with and follow all safety rules and procedures established for work areas.



DIRECTOR OF ECONOMIC DEVELOPMENT / CITY PLANNER

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of statistical research methods employed in the collection, assimilation, compilation, evaluation and use of planning data.

Considerable knowledge of the method of population study, analysis, and projection.

Considerable knowledge of the current literature, trends, and developments in the field of urban planning and public works matters, and parks and recreation.

Considerable knowledge of the laws and ordinances affecting the economic development, city planning, building and code enforcement process.

Considerable knowledge of the principles, practices, and objectives of urban planning, parks and recreation, building and code enforcement.

Knowledge of innovative and creative mechanics to build strong relationships with elected officials, city staff, neighborhoods, development communities and regional agencies.

Knowledge of economics, municipal finance, urban planning engineering and public administration quantitative methods and research techniques, and civil engineering and architecture as related to planning, parks and recreation, building and code enforcement process.

Knowledge of the principles and practices of public administration, e.g. budgeting, personnel management, contracting, etc.

Comprehensive understanding of principles and practices of economic development and the ability to accurately evaluate and effectively communicate complex economic development projects/programs.

Must have demonstrated, through prior work experience, the ability to identify and resolve complex issues and problems in a courteous and professional manner while adhering to an appropriate policy and procedure.

Working knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Ability to prepare comprehensive reports and to express ideas effectively, orally and in writing, to groups and to individuals.

Ability to conduct planning studies, and to analyze and formulate substantive recommendations based upon such studies.

Ability to establish and maintain effective working relations as necessitated by work assignment.

Ability to understand and follow oral and written instructions.

Ability to react to change productively and handle other tasks as assigned.

Assess community needs, growth potential and resources.

Ability to establish new committees and commissions reared toward economic development and other community based projects.

Possess basic computer operating skills such as word processing, spreadsheet and E-mail.

He or she must be proficient in Word, Excel, and Power Point. Experience with GIS, Web Design and graphics software is beneficial but not a requirement.

Able to read and interpret construction plans and specifications, operating and maintenance instructions, technical publications, building plans and schematics, and contracts.



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MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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REQUIRED LICENSES AND CERTIFICATES

Upon employment, possesses and maintains a valid Mississippi driver's license and be insurable by the City's insurance carriers.

Possession of or ability to obtain and maintain membership within job related programs, institutes and organizations.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the Director encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; however, both indoor and outdoor work is required.

Approximately, seventy (70) percent of the work for this position is indoors with thirty (30) percent being outdoors in all types of weather conditions. The incumbent is occasionally exposed to wet and /or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field. Outdoor work may be at various locations such as paved trafficked locations and rough off-road terrain. Proximity to electrical equipment and operating construction equipment can be expected.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Post Date: January 27, 2012
Removal Date: February 9, 2012

City of Gautier
Screening Schedule

DIRECTOR OF ECONOMIC DEVELOPMENT
Economic Development Department

Advertise Jan. 27, 2012 – Feb. 9, 2012
Post Jan. 27, 2012
Cut-Off Date Feb. 9, 2012
Eligibility List Compiled Feb. 10, 2012
Applicant to Call (228) 497-2539 8:00 a.m. – 12:00 noon for Eligibility Determination
Civil Service Receives Eligibility Listing March 8, 2012
Interviews To be scheduled at a later date