



1600 E. South Weber Drive
South Weber, UT 84405

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801-479-3177
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POSITION: COMMUNITY SERVICES DIRECTOR

Wage: \$58,000 – \$88,000/year DOQ

Type: Full Time

FLSA: Exempt

Department: Community Services

Reports to: City Manager

Application Deadline: May 21, 2021

How to Apply: Submit resume, cover letter, and completed City application to HR@southwebercity.com.

OVERVIEW

Under the supervision of the City Manager, this position is responsible for planning, organizing, and directing all activities and staff of the Community Services Department, including planning & zoning, licensing & permitting, emergency management, code enforcement, human resources, risk management, and the school crossing guard program.

ESSENTIAL FUNCTIONS

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures, and work standards for the department; prepares and administers the department's budget.
- Provides leadership, guidance, technical advice, professional opinion, information, research, and support regarding community development, business licensing, building permitting, floodplain management, human resources, risk management, school crossing guards and related topics to the City Manager, City Council, Planning Commission, other organizations and public.
- Planning & Zoning

- Directs, manages, and coordinates the City's planning, zoning and development functions; acts as the Planning Manager; prepares plans, ordinances, studies, reports, research, data, strategies, recommendations, guidance, policies, procedures and proposals regarding long range planning, natural resources, land use and transportation, public services and facilities, community design, land and subdivision development, zoning regulation and other planning related topics.
- Reviews complex planning applications and prepares staff reports with analysis for the Planning Commission and City Council; provides and presents information to the public and various boards, committees, and commissions; performs other professional planning functions and activities.
- Assists the public, development community, other County departments and agencies, other jurisdictions, State and federal agencies, and other entities with planning and development related information, and problem mediation and resolution.
- Aid and support, as needed, the City Manager, other City departments, the City Council, and the Planning Commission regarding complex issues, opportunities, and problems facing the City, its departments, and the community.
- Human Resources
 - Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
 - Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
 - Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
 - Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
 - Identifies staffing and recruiting needs.
 - Develops and executes best practices for hiring and talent management.
 - Conducts research and analysis of organizational trends.
 - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Risk Management

- Directs, manages, and coordinates the City's risk management programs.
- Creates and modifies policies to comply with safety legislation and best practices.
- Investigates any incidences that may result in asset loss.
- Promotes organization-wide understanding about risks and risk management strategies and best practices.
- **Emergency Management**
 - Directs, manages, and coordinates the City's emergency management planning and training activities.
 - Acts as the City's floodplain administrator.
- **Licensing & Permitting**
 - Directs, manages, and coordinates the City's building and business licensing activities and staff.
 - Aided by business licensing staff, enforces business license code compliance for businesses operating in City limits.
- **Code Enforcement**
 - Directs, manages, and coordinates the City's code enforcement activities and staff.
 - Aided by code enforcement staff, ensures the compliance of zoning related ordinances, public nuisance abatements, property maintenance, and other city code issues related to the health, safety, and general welfare of the community not enforced by law enforcement.
- **School Crossing Guard Program**
 - Directs, manages, and coordinates the City's school crossing guard activities and staff.
- Perform other duties as assigned.

POSITION QUALIFICATIONS

Education and Experience:

- Bachelor's degree in public administration, planning, human resources, or a closely related field; Master's degree preferred.
- Five (5) years of managerial level experience in community development and land use, human resources, or public management; OR an equivalent combination of education, training, and experience.

Necessary Knowledge, Skills, and Abilities:

- Principles and practices of employee supervision, delegation, work planning, organization, performance review and evaluation, and employee training and discipline.
- City, state, and federal laws, statutes, ordinances related to community development, human resource, code enforcement, and emergency management activities.
- Principles and practices of current and advanced planning program development and service delivery.

- Principles and practices of current and advanced human resource and risk management strategies.
- Knowledge of legal issues related to organization liability and insurance trends.
- Land use, physical design, demographic, environmental, and socioeconomic concepts as applied to the planning process.
- Principles and practices of building and safety functions and service delivery.
- Principles and practices of emergency management, public safety, and emergency response.
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Principles and practices of accounting, budget development, and administration.
- Standard office practices and procedures, including records management.
- Must be able to meet attendance and punctuality requirements for this position and is required to abide by all city policies and procedures.
- Must work well with others and be a team player.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

Special Qualifications:

- Must possess a valid driver's license.
- Must pass a drug and criminal background screening.

WORKING CONDITIONS

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

Mobility to work in typical office setting and use standard office equipment, stamina to sit for extended periods of time, strength to lift and carry up to 20 pounds, vision

to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.