

**CITY OF SOUTH SALT LAKE  
POSITION DESCRIPTION**

Position Description: Community Development Director  
Department: Community Development  
Position Grade: 24  
Supervisor: Mayor  
FLSA Status: Exempt

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**POSITION SUMMARY**

The Community Development Director reports to the Mayor; is responsible for the City's community, economic development and building department functions.

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**ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Directs the City's economic development and building department functions including managing daily operations, and completing the annual budgets for the building inspection, housing, and planning and zoning areas.
  2. Reviews architectural drawings for land use and zoning compliance; provides zoning and land use information; coordinates planning projects, including the master plan, zoning, and land use ordinances.
  3. Serves as liaison between the City, Chamber of Commerce, merchants' associations, and other public, private or non-profit groups interested in economic development.
  4. Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes; prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc.; responds to requests for information for economic development purposes.
  5. Prepares staff reports and recommendations for the Planning and Zoning Commission and the Board of Adjustment; advises both the Commission and the Board.
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**MINIMUM QUALIFICATIONS**

Graduation from an accredited four year college or university with a degree in urban planning, business management, public administration or related field and two years of related experience, or any equivalent combination of related education and experience.

Must possess a valid state driver's license or have the ability to obtain one prior to employment.

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**POSITION REQUIREMENTS**

1. Knowledge of public administration and economic planning; knowledge of City codes and zoning requirements; knowledge of economic development, planning programs and processes.
2. Skill in government and public relations; skill in project implementation and supervision.

3. Ability to establish effective working relationships; ability to supervise and motivate personnel.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing 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 must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee occasionally works in outside weather conditions and may be 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.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the 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 is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by: \_\_\_\_\_

Effective date: July 1, 1999 (grade change)

Revision history: January 1, 1996