



Position Description

Position Title: Director of Building, Housing and Planning
Department: Building, Housing and Planning
Salary Grade: A16 COL-MAG
Reports to: Safety/Service Director
FLSA: Exempt
Date: September 2018
Addendum:

Position Summary:

The Director of Building, Housing and Planning is responsible for organizing, directing and coordinating all Building, Housing, Planning and Zoning related activities in the department. The Director works under the supervision of the Director of Public Safety/Service. This position is a classified, non-bargaining, management position. The position requires additional hours and evening meetings as needed to meet project deadlines and for public, neighborhood, or City Council meetings. The position is considered to be full-time and operates 12 months a year. The visibility of the position is high with most planning projects involving high community profile which attracts media attention and with some projects being politically sensitive. The Director must be approachable and be able to handle a variety of situations and constituencies diplomatically.

Duties and Responsibilities:

1. Formulates and recommends development policies;
2. Acts as a technical advisor to the Director of Public Safety/Service;
3. Administers and directs all housing related activities of the department;
4. Administers and directs department programs, including: Zoning, Planning, Building, Housing and Rental Inspections; as well as other local housing and land re-utilization programs;
5. Assists with support services of the Department, including budgeting, financial and personnel services, information services, clerical assistance and regulations monitoring;
6. Oversees the housing activities of the Department, including the housing repair programs; fair and affordable housing programs; and affordable housing development;
7. Directs the administration of the Zoning and Planning functions for the City;
8. Serves as liaison to the to the Housing Advisory Board;
9. Oversees Code Enforcement Program;

10. Oversees Property Maintenance Program;
11. Oversees City Demolition Program;
12. Serves as a Direct Liaison to the County land Bank on demolition and acquisitions activities;
13. Other duties as required.

Necessary Competencies:

1. Communication Skills- written and verbal
2. Customer Service
3. Problem Solving
4. Prioritizing
5. Attention to detail
6. Initiative and Creativity
7. Planning and organizing

Education and Experience:

Education:

Bachelor's degree in Urban Studies or a related field; Master's Degree in Urban Studies or related field preferred.

Experience:

- Five (5) to eight (8) years of progressively responsible work experience in governmental community development, housing or building inspection.
- Two (2) to five (5) years of supervisory experience. Three (3) years experience in public sector fiscal and budget preparation.
- Knowledge of federal and state regulatory requirements as they pertain to Housing, Planning and Zoning.
- Experience working with federal, state and local government officials.
- Excellent and demonstrable verbal and written communication skills.
- Knowledge of local business and political government.
- Proficient in Microsoft Office Suites (Word, Excel, Outlook, Power Point, Microsoft Access)
- Valid Ohio Class D Driver's License.
- Ability to present technical information orally and in writing to lay groups, municipal officials and the public.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; and be able to lift up to 20 lbs when necessary and up to 50 lbs occasionally.

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

The City of Lorain is an Equal Opportunity Employer.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee Name:	
Date Completed:	
Supervisor Name:	
Date:	