

**JOB TITLE: Community Development Manager**

Status: Full-time, Exempt  
Reports To: Village Manager

**JOB SUMMARY:** This position is responsible for managing, directing and supervising community development activities for the Village. This position is also responsible for the administration of the zoning ordinance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide service related to project management to assist the Village Manager and Superintendent in the coordination of this effort on Village projects.

**Zoning Official:**

- Administer the Zoning Ordinance
- Enforce all provisions of the Zoning Ordinance
  - o Identify and process violations to the Zoning Ordinance
- Administer rezoning and appeals
- Receive applications for and issue certificates of zoning compliance with the Zoning Ordinance
  - o Keep official records of applications received, certificates issued, fees collected, reports of inspection, and notices and orders issued.

**Development Director:**

- Review developers' plans to ensure compliance with zoning regulations and economic development policies of the Village. Formulates observations based on the evaluation of the developers' plans and their compliance with applicable ordinances and regulations.
- Work closely with the village engineers and planning consultants on development projects, capital improvements, planning and other projects.
- Stay current on professional developments and technological advances in planning, zoning, code enforcement, etc. through continued education and professional growth.
- Facilitate the review and revision to the Village of Dexter Master Plan to guide development and long range planning within the Village.
- Make recommendations for the Planning and Zoning Board of Appeals budgets.

**Commission and Board Liaison:**

- Staff Liaison for Planning Commission, Parks & Recreation Commission, Tree Board, Zoning Board of Appeals and other as assigned
  - o Prepare agenda packets
  - o Provide guidance, direction, research, educational materials and other relevant materials
  - o Administer and make recommendations for the Village Tree Program and Parks & Recreation budgets
  - o Implement and Update Parks & Recreation Master Plan
- May assist with the preparation of agenda packet for regularly scheduled Village Council meetings

Other duties as assigned, including but not limited to:

- Attend all Council Meetings.
- Submit to Village Manager a report for each Council meeting summarizing activities and prepare a quarterly report totaling zoning compliance, permits and enforcement.
- Perform research and makes recommendations on a variety of projects as directed by the Village Manager.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of planning principles and related laws
- Knowledge of the developmental needs of the Village
- Knowledge of zoning principles, laws and regulations
- Skill in reviewing site plans
- Skill in utilizing a personal computer and various applications
- Skill in supervision
- Skill in oral and written communication

**SUPERVISORY CONTROLS:** The Village Manager assigns work in terms of goals and objectives. Work is reviewed through reports, conferences, and observation of departmental activities.

**COMPLEXITY:** This position consists of varied analytical, supervisory and technical assistance.

**PHYSICAL DEMANDS:** The work is typically performed with the employee sitting at a desk with intermittent standing, walking or stooping.

**WORK ENVIRONMENT:** The work is performed in an office and occasionally at inspection sites within the Village.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to planning.
- Experience in project management.
- Three to five years of related experience in a planning, zoning or related field.
- Possession of a valid driver's license issued by the State of Michigan.
- Experience in Economic Development preferred.
- Master's Degree in related field preferred.
- American Institute of Certified Planners (AICP) certification preferred.

**TOP JOB DUTIES-DETAIL for COMMUNITY DEVELOPMENT MANAGER**

**MANAGE PLANNING DUTIES AND PLANNING COMMISSION**

CIP: Maintain a list of additional projects and project updates. Prepare project worksheets for revisions, distribute worksheets to department heads for review, facilitate completion of project updates, prepare worksheets for distribution to Planning Commission, Parks and Recreation Commission, publish legal notices as required, prepare and present to Planning Commission and Parks and Recreation Commission, prepare resolutions for adoption, prepare final document for all Boards, Commissions, and staff, public information to website.

- Master Plan: Facilitate work sessions with consultants, publish required notifications, facilitate plan updates between the Planning Commission, Parks and Recreation Commission, Village Council, public comment, etc.

- Packet, Meeting and Minute Preparation and Distribution – Maintain up to date information on the Village’s Website. Packet preparation includes research on issues, communications with vendors/applicants, Boards/Commissions, and execution/follow-up of prior meeting outcomes and direction. Meeting attendance.

- Communications/Reports to the Village Council bi-monthly.

- Site Plan Review: Process and facilitate review of site plans with consultants, applicant’s, internal staff/departments, boards/commissions, public, including pre application conferences, site plan review meetings, applications, fees, project balance sheets, invoicing and other necessary communication distribution. File maintenance, reports, applicant notification; follow up on outstanding conditions or additional plan revisions necessary, pre construction meetings, site inspections throughout the process, including monitoring of site conditions and/or complaints, final inspections and issuance of permits, communication with Washtenaw County Building Department as necessary.

- Provide assistance to consultants on goals, objectives and policies of the Village of Dexter.

- Special Land Use Review: Process and facilitate review of applications with applicants, internal staff/departments, boards/commissions, public, including required legal posting, resident notification, application review, etc.

- Ordinance Amendments: Facilitate research and provide recommendations for ordinance amendments as directed by Boards and Commissions. Process required local notices, posting and follow through as required.

- Customer Service (inside and outside of the office and office hours): Daily interaction with applicants, residents, press, general inquiries, local business owners and surrounding jurisdictions, the Dexter Area Chamber, business owners, Washtenaw County Building Department, Department staff.

- Provide relevant information for newsletters and website.

- Manage application and procedures for application and permits related to planning and zoning.

- Provide guidance on internal planning and zoning related issues.

- Continual evaluation of processes, procedures and permit information.

**MANAGE PARKS AND RECREATION DUTIES AND PARKS AND RECREATION COMMISSION**

- CIP – see detail under Planning Commission.

- Parks and Recreation Master Plan - Facilitate work sessions with consultants, publish required notifications, facilitate plan updates between the Planning Commission, Parks and Recreation Commission, Village Council, public comment, etc.

- Apply for and execute grants as directed. MNRTF, Waterways, Passport, 5H (boulder project).

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|   | <ul style="list-style-type: none"> <li>Facilitate Community Build for play equipment installation to maximize Village Funds.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Work with contractors, designers and engineers to complete projects for park improvements, such as timber border, path installation, basketball court installation, play ground equipment installation, woodchip installation.</li> </ul>                                  |
|   | <ul style="list-style-type: none"> <li>Packet, Meeting and Minute Preparation and Distribution – Maintain up to date information on Village’s website. Packet preparation includes communications with vendors, applicants, and execution of prior meeting outcomes and direction. Meeting attendance.</li> </ul> |
|   | <ul style="list-style-type: none"> <li>Budget preparation, recommendations and PaRC support for annual expenditures.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Provide maintenance and management of park needs, such as woodchips, equipment, benches, trash cans, bike racks, landscaping, signage and bathrooms.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Provide project management for special projects such as 5H grants, workdays, Easter Egg Hunt, Ice Rink installation, Mill Creek Park, Mill Creek Park landscaping management, volunteer coordination, event sponsorships, donation solicitation and publicity.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Facilitate interaction with regional trail provider for projects in and around Dexter, including being staff contact person responsible for dissemination of information to staff, Boards/Commissions, consultants and the public.</li> </ul>                              |
|   | <ul style="list-style-type: none"> <li>Provide leadership in the execution of project agreements, easements, etc. to protect the Village’s interest.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Bid special projects as necessary.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Coordinating with the DPW on maintenance, operations, equipment delivery, and installation.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Monitor budget and code invoices; invoice applicants for pass through costs.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Complete minutes.</li> </ul>   |
| <b>MANAGE COMMUNITY FOREST AND TREE BOARD</b> |   |
|   | <ul style="list-style-type: none"> <li>Packet, Meeting and Minute Preparation and Distribution – Maintain up to date information on the Village’s Website. Packet preparation includes communications with vendors, applicants, and execution of prior meeting outcomes and direction.</li> </ul>                 |
|   | <ul style="list-style-type: none"> <li>Annually prepare and execute tree planting program, including species selections, locations, bidding, contracting, resident notification, order management, warranty management, inspection, budget monitoring.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Tree Management – Identify tree trimming and maintenance needs, contact contractors, facilitate bidding as necessary, execution of contracts, inspection and follow up, including but not limited to tree replacement as necessary.</li> </ul>                             |
|   | <ul style="list-style-type: none"> <li>Arbor Day – completion of annual proclamation, facilitation of annual events, coordination with Tree Board, including volunteers, signage, tree installation, publicity, and coordination with others (service clubs/Dexter Library).</li> </ul>                           |
|   | <ul style="list-style-type: none"> <li>Complete Tree City application and certification annually.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Apply for tree planting grants as they become available.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Coordination with the DPW as necessary.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Monitor budget and code invoices; invoice applicants for pass through costs.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Complete minutes.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Provide reports to Boards and Commissions on all activities and follow up from events.</li> </ul>  |
| <b>MANAGE ZONING BOARD OF APPEALS</b>         |   |
|   | <ul style="list-style-type: none"> <li>Identify variance/waiver requests.</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>Work with applicants to detail process, requirements, alternatives, application, narrative.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Prepare legal notices, including identification of property owners within 300 feet, legal notice posting creation and publishing requirements.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Prepare review or provide necessary details to consultants for review.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Packet, Meeting and Minute Preparation and Distribution – Maintain up to date information on the Village’s Website. Packet preparation includes communications with applicants, consultants, adjacent property owners and execution of prior meeting outcomes and direction.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Completion of Minutes. Preparation of Notice of Decision for Boards and Commissions.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Follow up with applicants on additional requirements, conditions, including zoning compliance requirements and applications necessary following approvals.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Maintain records.</li> </ul>   |
| <b>MANAGE ZONING AND ZONING ENFORCEMENT</b> |   |
|   | <ul style="list-style-type: none"> <li>Zoning Compliance and permit issuance – Provide review and approval of permit applications for zoning compliance, signage, park use, temporary uses, decks, fences, tenant changes, sandwich board and outdoor seating.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Final Zoning Compliance and permit issuance – Provide site inspections and approval of applications for final zoning compliance, including payment of tap fees.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Zoning/Code Enforcement – Provide customer service for processing of complaints, site inspections, processing of photos, issuance of violation correspondence (writing letter, mailing and noting follow up dates and secondary inspections or necessary follow up. Enforcement measures may also include personal phone calls/emails, if applicable.</li> </ul> |
|   | <ul style="list-style-type: none"> <li>Contract for services as necessary for code compliance, including contracting for immediate service needs, invoicing and invoice follow up for service, identification of ownership (foreclosures), including out of state banks, necessary communication.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>1/4ly reports – plan, prepare and provide quarterly reports on office activity.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>General Zoning Inquiries – Provide information on zoning questions that come into the office via website, email, phone or through staff.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Continual evaluation of processes, procedures and permit information with Village Staff, DAFD and Washtenaw County Building Department.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Interaction with sign contractors, including design consultation, applications and permitting.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Assist support staff in questions/inquiries/permit issuance.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Provide information to residents, applicants, developers, builder, etc. on how and where to locate available information, website, County, Townships, etc.</li> </ul>  |
| <b>MANAGE COMMUNITY DEVELOPMENT/OTHER</b>   |   |
|   | <ul style="list-style-type: none"> <li>5H Grants – participation in subcommittee meetings, follow up as necessary, research into execution of intervention, submittal of grant application, implementation of grant</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>Wellhead Protection Grant</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>CDBG Grants</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Regional Representative – provide Village representation to various regional groups such as Huron River Watershed Council, Washtenaw County Parks, Huron Clinton Metropolitan Authority, Dexter Chamber and Dexter Schools.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Assist in design inquiries, such as signage and paint colors.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>Provide public education on zoning, planning, environmental issues.</li> </ul>   |

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|  | <ul style="list-style-type: none"><li>• Provide recommendations for policy implementation, such as Complete Street, No Smoking, Enforcement, Environmental Stewardship,</li></ul> |
|  | <ul style="list-style-type: none"><li>• Answer phone, assist at customer counter, cash register assistance, filing assistance.</li></ul>  |
|  | <ul style="list-style-type: none"><li>• Maintain project files for all office projects.</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Identification of grant opportunities constantly. Applications as directed.</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Participate in staff meets, OHM Update meetings, inter-office communications.</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Public Relations.</li></ul>   |
|  | <ul style="list-style-type: none"><li>• Respond to emails daily.</li></ul>  |