

CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Director of Community Development	Grade: S-27
Department: Office of Community Development	FTE: 1.0
Reports to: Mayor	

POSITION SUMMARY

The director oversees the city's community development, planning, and zoning functions. Community development duties include grant research, writing, budgeting, management, implementation, and oversight. Planning and zoning duties include the management of all cases that go before each respective board, which shall apply all applicable state and local zoning regulations.

Under the direction of the mayor the director implements, assesses, and periodically updates the city's comprehensive plan as well as related long-range and near-term community and economic development plans.

Special knowledge of the federal Community Development Block Grant (CDBG) programs and regulations, and programs provided through the Massachusetts Department of Housing and Community Development (DHCD), is essential.

PRIMARY DUTIES

- Under the direction of the mayor, plan, organize, implement, and oversee Office of Community Development programs, services, and operations.
- Oversee permitting functions of the Planning Board including application review, plan review, permit issuance, and project completion in conformance with federal and state laws, city ordinances, and comprehensive plan goals.
- Provide professional planning advice to the city officials, planning and zoning board members, and city residents.
- Research, write, and manage grant proposals and grant-funded projects, including budget development and management.
- Develop and present proposals and recommendations to the City Council, Planning Board, and the general public.
- Oversee the development and implementation of North Adams's Community Development Block Grant program. North Adams is a Massachusetts Department of Housing and Community Development (DHCD) mini-entitlement community.
- Serve as city liaison to the Berkshire Regional Planning Commission (BRPC), the Metropolitan Planning Organization (MPO), local boards and commissions, and local, state, and federal agencies and nonprofits.
- Lead, manage, and supervise special projects coordinator, fiscal and compliance officer, and office assistant.
- Represent the mayor and the city at local, regional, and statewide meetings, conferences, and events.
- Take on additional community and economic development projects as requested.

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EXPERIENCE AND QUALIFICATIONS

- Minimum qualifications: bachelor's degree with seven years' experience.
- MPA, MBA, or Master of Planning degree with five years' experience preferred.
- Knowledge of federal and state programs including CDBG and DHCD initiatives strongly desired.
- Experience with zoning and ordinance revision desired.
- GIS experience strongly desired.
- Grant writing and management experience strongly desired.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Normal office environment, not subject to extremes in temperatures, noise, odors, etc. May spend extended periods on the computer, telephone, or operating other office machines. Regular lifting and carrying of files, documents, records, etc. Some travel by personal automobile to surrounding areas.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be a complete list of all responsibilities and duties. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

APPLICATION PROCESS

Review of applications will begin immediately. Interested candidates are invited to submit an application along with cover letter, resume, and references to

Michelle Ells, Office of the Mayor
City Hall
10 Main Street, North Adams, MA 01247

or by email to mells@northadams-ma.gov

NOTE: Partial funding for this position is provided through the city's Community Development Block Grant award. The final candidate must be reviewed and approved by the Massachusetts Department of Housing and Community Development (DHCD).

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.