

# City of Claremont, New Hampshire

## Position Description

**Position Title:** Planning & Development Director  
**Reports to:** City Manager  
**Department:** Planning & Development  
**FLSA Status:** Exempt

**Union/Merit:** Merit  
**Grade Level-Points:** 12 - 917  
**Revised/Updated:** 06/25/2018

### Job Summary

Performs professional work requiring considerable skill in managing the daily operations of the Community Development Department comprised of the divisions of building and code services, business development and community planning. Plans, schedules, organizes and evaluates work activities and projects to ensure quality standards and timely completion of work. Interacts with the public and collaborates with management staff and elected officials.

A successful Director will oversee the enhancement of the tax base, growth, employment opportunity and community progress toward the goals identified by the City Manager.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Oversees economic development. Oversees the City's permitting function; Oversees the City's zoning administration; Oversees the City's Development Authority; Oversees the City's business development and project management function.
3. Oversees the City's interaction with the Planning Board, Zoning Board, Housing Board, Historic District Commission, Claremont Development Authority, River Road TIF District, Downtown TIF District and Conservation Commission.
4. Oversees various City Plans including Master Plan.
5. Exercises general supervision directly, over all employees in the department, including administrative support personnel, and employees of the divisions of building and code services, business development, and community planning.
6. Directs the operations of the department in order to insure the efficient and effective accomplishment of objectives.

Page 1 of 6

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **City of Claremont, New Hampshire Position Description**

7. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.
8. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.
9. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
10. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each department.
11. Prepares and presents agenda items on behalf of the department at City Council meetings.
12. Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, prospective business executives, developers, government officials, citizens and representatives of the media, to establish goodwill, promote the city and address/resolve issues.
13. Prepares operating budget for the department, including accomplishments, workload measurements, management goals; prepares work program for the Department.
14. Supervises preparation of agendas and minutes of the various boards, committees and commissions for which the department is responsible; prepares related reports and documents as required.
15. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to City Manager, elected officials, and others.
16. Supervises the City's Community Development Block grants applications and administration.
17. Supervises the City's Marketing Plan.
18. Oversee staff meetings. Prepare report of meeting and a critique of proposed projects.
19. Performs other related duties as assigned.

Page 2 of 6

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# City of Claremont, New Hampshire

## Position Description

### Peripheral Duties

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### Desired Minimum Qualifications

#### *Education and Experience:*

Bachelor's degree (Master's preferred) or equivalent from an accredited college or university in planning, business development, community development, public administration or related field.

Progressively responsible management experience in planning, community and business development OR any combination of education and experience which provides the required knowledge, skills and abilities required for the job.

#### *Necessary Knowledge, Skills and Abilities:*

##### Knowledge in:

- The principles and practices of city planning, community and economic/business development.
- The principles and practices of accounting and budgeting.
- The statistical principles.
- The principles and practices of management, administration and supervision.
- Building and codes practices.
- Computer usage and applications.
- Applicable state, federal and local laws, rules and regulations relating to zoning, land use, building and life safety codes and business development.
- The methods and techniques of research, statistical analysis and report presentation.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- 

##### Ability to:

- Plan, organize, and evaluate the work activities of department personnel.
- Demonstrated ability to communicate both orally and in writing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **City of Claremont, New Hampshire Position Description**

- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Speak effectively before public groups and respond to questions.
- Operate with multiple deadlines and competing demands.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret a variety of technical instructions with abstract and/or concrete variables.

### **Skill in:**

- Supervising and directing the work of others.
- Making oral presentations before groups of people.
- Preparing and monitoring budgets.
- Planning and conducting special projects.
- The use of the tools and equipment listed below.

### **Supervision Received**

Works under the broad policy guidance and direction of the City Manager.

### **Supervision Exercised**

Supervision is exercised over ten (10) subordinates.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

Certified by the International/ American Economic Development Council as a Certified Economic Developer (preferred)

AICP Certification (preferred)

Must maintain any required approvals and designations as required.

Must maintain a valid motor vehicle operator's license.

Page 4 of 6

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# City of Claremont, New Hampshire

## Position Description

### Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, document printers, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine and associated office equipment.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Personal computer including Microsoft Office software, accounting software, document printers, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine and associated office equipment.

**Typical Work Environment:** Inside: 75% Outside: 25%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically quiet.

### **Physical Activity Requirements**

#### Primary Physical Requirements

---

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

---

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required

#### Other Physical Considerations

---

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## City of Claremont, New Hampshire Position Description

<u>CARRY 26 to 50 lbs.:</u> Occasionally required	<u>Balancing:</u> Rarely required
<u>CARRY over 50 lbs.:</u> Rarely required	<u>Grasping:</u> Frequently required
<hr/>	
<u>REACH above shoulder height:</u> Occasionally required	<u>Handling:</u> Frequently required
<u>REACH at shoulder height:</u> Occasionally required	<u>Torquing:</u> Occasionally required
<u>REACH below shoulder height:</u> Occasionally required	<u>Fingering:</u> Frequently required
<u>PUSH/PULL:</u> Occasionally required	

**During an 8-hour Day, Employee is Typically Required To:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 <b>2 3</b> 4 5 6 7 8	1 2 3 4 <b>5 6</b> 7 8
Stand	<b>1 2</b> 3 4 5 6 7 8	<b>1 2</b> 3 4 5 6 7 8
Walk	<b>1 2</b> 3 4 5 6 7 8	<b>1 2</b> 3 4 5 6 7 8

**Cognitive and Sensory Requirements:**

- Talking:      Necessary for communicating with others.
- Hearing:      Necessary for taking instructions and information.
- Sight:      Necessary for performing job effectively and correctly.
- Tasting & Smelling:      Not required for the performance of the functions of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The use of an 8 hour day is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.