



**Warren C. Evans**  
County Executive

## **DIVISION DIRECTOR OF COMMUNITY DEVELOPMENT- ECONOMIC DEVELOPMENT GROWTH ENGINE**

### **GENERAL SUMMARY:**

The Division of Community Development is under the direction of the Department of Economic Development Growth Engine. This position reports directly to the Director of Economic and Neighborhood Development. The Division Director of Community Development is responsible for establishing economic development policies and coordinating services of businesses, industries, communities and residents to promote economic growth in Wayne County. This role leads and supports the services, contracts, funding and projects associated with Community Development, to ensure effectiveness of service delivery, resource utilization and results.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Designs, promotes and administers government plans and policies affecting land use, community facilities, housing and transportation
- Prepares and administers departmental budgets
- Plans and facilitates redevelopment effort for Wayne County
- Networks with Federal, State and local officials
- Oversees the planning and execution of commercial, industrial, residential, and neighborhood development projects
- Develops beneficial partnerships with municipalities and other stakeholders who are concerned with housing, education, employment and transportation
- Improves and enhances the overall economic health of the community
- Seeks out, participates in and strategizes potential growth opportunities for local businesses

- Develops and implements departmental policies and procedures
- Secures approval and funding of development projects
- Meets with government officials, developers, the public, etc, to formulate and develop land use or community plans
- Assesses the feasibility of proposals and identifies changes
- Directs, supervises and manages personnel functions of department
- Oversees the coordination of all housing initiatives in Wayne County
- Oversees the coordination of urban planning programs
- Oversees the development of job opportunities through a variety of programs
- Evaluates and implements current and long-range planning policies
- Oversees the planning, zoning, building, housing and redevelopment of Wayne County
- Performs other duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of grant processing
- Knowledge of grant search and application
- Knowledge of budgets
- Knowledge of contracts
- Knowledge of Administrative policies and procedures
- Knowledge of municipal finance
- Computer skills for basic office services
- Interpersonal skills to manage and supervise staff
- Interpersonal skills for customer services

**\*Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

## **REQUIRED COMPETENCIES:**

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

## **DESIRED EXPERIENCE AND TRAINING:**

Experience: Six years of progressively responsible administrative and municipal experience at a professional level, which includes supervisory responsibilities. Experience in a public agency is preferred.

Training: Bachelor's degree in Public Administration, Business Administration or a related field or equivalent educational experience.

## **WORKING CONDITIONS:**

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.