



CITY OF BARTLESVILLE ASSISTANT DIRECTOR – COMMUNITY DEVELOPMENT

JOB SUMMARY:

Under the general direction of the Community Development Director, this position shall perform professional work at the assistant-director level by providing leadership and guidance over all operations of the Community Development Department including long and short-term planning, building, grant administration, and code compliance services, either directly, through subordinate supervisors, or in coordination with other city departments, boards and/or committees, and public entities. This position is distinguished from the Director of Community Development in that the latter has overall responsibility for all community development programs, functions, and activities, and for developing, implementing, and interpreting public policy.

DESIRABLE QUALIFICATIONS:

Education and Experience: Bachelor's degree from an accredited four-year college or university in urban planning, public administration or a related field, supplemented by a Master's degree in Urban Planning, Regional Planning or a related field; and four or more years of progressively responsible experience with a preference for six or more years of experience, or any combination of education, training, and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. **Licenses and**

Certifications: American Institute of Certified Planners (preferred) and Valid State Driver's License. AICP desirable. **Knowledge of:** Principles, practices, and theories of urban planning, land use planning, architecture, and engineering. Community and economic development techniques, practices and trends. Federal, state and local laws and other laws pertaining to land use planning and development. Budgetary and finance principles and practices. Governmental accounting principles and practices. Administrative principles and practices, including goal setting and program budget development and implementation. Administration of staff activities, either directly or through subordinate supervision. Principles and practices of employee supervision, work planning, performance review and evaluation, training and development. Methods of research, statistical analysis and report presentation. All computer application and hardware related to performance of the essential functions of the job. Preference given for knowledge of and ability to use AutoCad, GIS, and/or Sketchup.

Skill in: A high level of analytical skills necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analyses for jurisdiction or outside agencies. An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction. Writing and administering grants. Principles and practices of public relations. Analyzing and resolving office administrative situations and problems. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff. Interpreting, applying and explaining complex federal, state and local laws, ordinances and regulations. Experience with drafting regulations. Conducting effective negotiations and effectively representing the City and the department in meetings with government agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations. Demonstrate well-developed oral and written communication skills to reach a variety of audiences; demonstrated ability in public speaking and use of specialized presentation software and equipment. Demonstrated ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Using English effectively to communicate in person, over the telephone and in writing. Preference given to those with the ability to speak Spanish. **Mental and Physical Abilities:** Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing reports, or representing department at in-house or outside public meetings. Ability to establish and maintain effective working relationships with others. Ability to speak effectively before groups of employees. Ability to speak effectively before public groups and respond to questions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions with abstract and/or concrete variables. Ability to read and write legal descriptions. Ability to organize and prioritize a variety of projects and multiple tasks in an effectively and timely manner; organize own work, set priorities, and meet critical time deadlines. While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, climb or balance, and speak and hear. **Working Conditions:** Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

HOW TO APPLY: Submit Application to Human Resources, second floor, City Center, 401 S. Johnstone Ave.

Accepting Applications from February 5, 2020 through February 26, 2020. Or until filled.

Salary begins at \$31.41 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville

401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4277