

VILLAGE OF CALEDONIA **DEVELOPMENT DIRECTOR**

BASIC FUNCTION

To manage and direct the orderly economic development and growth of the Village within the guidelines established by the vision and direction of the Plan Commission, Board of Appeals, Community Development Authority and the Village Board.

ESSENTIAL JOB FUNCTIONS

- Plan, organize, supervise, and direct the operations of the Planning and Zoning functions for the Village.
- Interpret and update the Village zoning and subdivision ordinances.
- Coordinates development efforts with other local County and State governmental units including Racine County Economic Development Corporation to promote and foster economic growth within the Village.
- Review zoning permit applications, conditional use and rezoning applications.
- Serves as the Zoning Administrator, conducting various onsite property inspections to assure compliance and issues the necessary correspondence outlining violations to Village ordinances and appears in court as necessary.
- Assists, advises and guides applicants through Plan Commission process. Interprets zoning requirements and comprehensive plan to applicants, provides information regarding paperwork and permit compliance, facilitates commercial/industrial development reviews and approvals, as well as guides developers/landowners through the appropriate land division processes.
- Liaison for the Plan Commission and Board of Appeals meetings and prepares items including agenda development, background material compilation, information distribution, meeting notification and resolution drafting.
- Organize and staff information meetings and public hearings.
- Prepare graphic presentations relating to departmental projects and reports.
- Act as a liaison between the Village and the federal, state and local authorities on Planning and Zoning programs and projects.
- Conduct studies and prepare reports as requested.

- Attend various public meetings such as Plan Commission, Board of Appeals and Village Board.
- Prepare and submit annual departmental budget to the Village Administrator.
- Prepare forms and reports for submission to the Village Board, Village Administrator, and other departments and agencies, as required.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- Other duties that may be assigned by the Village Administrator.

SUPERVISION RECEIVED

- Receives daily direction, priority directives and policy directions from the Village Administrator.

QUALIFICATIONS:

- A Bachelor's Degree from an accredited college or university in Local or Regional Planning, Public Administration, Civil Engineering, or a related field. Coursework should include planning, geography, political science, public administration and some accounting is desirable.
- Certification through the American Institute of Certified Planners (AICP) is preferred.
- Expert knowledge of the principals of land use and development with a focus on economic development, development agreements, land use planning, Tax Incremental Financing (TIF) and economic incentives for development.
- Familiarity with the Wisconsin Department of Natural Resources floodplain, shore land and wetland regulations.
- Must possess a minimum of 7 years of related work experience in planning and economic development.
- Knowledge of municipal and regional planning and zoning principles and the methods employed in conducting engineering research.
- Knowledge of state statutes related to zoning and land division laws.
- Excellent oral and written communication skills.

- An equivalent combination of training and experience from which comparable knowledge, skills, and abilities can be obtained, may be substituted for educational experience, depending on applicability.
- Possess and maintain a valid driver's license.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to exert light physical effort in sedentary to light work, typically involving stooping, kneeling, lifting, carrying, pushing, and pulling.

Ability to work under safe and comfortable conditions where exposure to construction site environmental factors such as variations or extremes in temperature, odors, toxic agents, noise, vibrations, wetness, machinery and/or dust is minimal and poses little to no risk of injury.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This 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.

The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.