



## CITY OF KENT JOB DESCRIPTION

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### **ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR**

Department: Community Development  
Exempt, Unclassified

Reports to: Community Development Director  
Updated: January 2025

### **RESPONSIBILITY**

Under general direction of the Community Development Director assists with managing the day-to-day activities and operations of the department in support of the Director, including administering, enforcing and managing the policies, programs, services and ordinances of or related to, the Community Development Department and its divisions, including land use and planning; building; economic development; property maintenance and zoning code enforcement; rental inspection and licensing; federal, state, and local grants program management; sustainability planning; and parking meter operations. Provides complex and responsible assistance to the Community Development Director and acts in the absence of the Director.

### **ESSENTIAL JOB FUNCTIONS**

1. Assists the Director in planning, organizing, directing, and managing overall activities and operations of the Community Development Department.
2. Assists the Director in the development and implementation of overall Community Development Department goals, objectives, strategies, and priorities.
3. Assists the Director in managing the preparation and maintenance of a variety of technical and policy documents related to community development.
4. Assists the Director with the supervision of department staff, assigning work activities, and monitoring workflow in support of the successful implementation of projects, programming, and other responsibilities of the Community Development Department.
5. Assists the Director in the preparation of the department's budget including general and grant funds and authorizes payments to vendors in the City's financial management software program when the Director is not available.
6. Utilizes the Department's computer permitting and licensing software program in support of the Community Development Department's programs.
7. Upon direction of the Director, acts as a liaison to, and coordinates departmental operations with, other City departments.
8. Assists the Director with the preparation of written reports and may present written and oral reports to City Council or other City boards and commissions, and various public groups when the Director is not available to attend.
9. In consultation with the Director, effectively resolves complaints or concerns that may arise from the public, other City departments, or members of City Council.
10. Keeps informed of future trends related to community development including legislation, court rulings, and professional practices and techniques.
11. May act on behalf of the Director in their absence.
12. Performs other duties as assigned.

## WORKING CONDITIONS

The working environment of the Assistant Director involves exposure to conditions generally found in an office setting. The Assistant Director works with office equipment, such as computer hardware and software applications, telephones, fax machines, copy machines, and appliances. Within the office setting, the Assistant Director will move, lift, and/or retrieve items of standard office use, such as paper by the ream or box, file record storage boxes and office equipment. The Assistant Director travels as required, works outdoors on occasion, and works any hours necessary to perform the job, which may include evening or weekend hours in addition to a regular 40 hour work week.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Assistant Director must possess knowledge of the philosophy, concepts and objectives of administration and management as it relates to municipal government; of local, state and federal grant regulations and compliance requirements; of neighborhood and comprehensive planning strategies; of organization and research methods; of zoning, building, and property maintenance code enforcement. The Assistant Director must possess excellent communication skills, which includes the ability to listen and to communicate orally and in writing; to carry out oral and written instructions; to make public presentations, facilitate meetings, and organize people; and to establish and maintain positive working relationships with coworkers, city officials, and the public. The Assistant Director must develop a working knowledge of city geography. The Assistant Director must be able to operate personal computers and run various word processing, databases, and spreadsheet software applications and be familiar with computerized Geographic Information Systems (GIS) technology.

## NECESSARY EDUCATION, TRAINING AND EXPERIENCE

Master's degree in urban studies, planning, public administration, or a related field and four years of experience in local government with direct experience in grant administration, zoning and building code enforcement, and planning, or another combination of education and experience that demonstrates possession of the necessary knowledge, skills, abilities, and experience described above.

## SPECIAL REQUIREMENTS

The Assistant Director must be in possession of a valid State of Ohio driver's license; must have a good driving record at the time of hire and be able to maintain such good record as outlined in the City of Kent's Motor Vehicle Safety and Usage Policy.

***The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***

**The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.**