

The **City of Mount Clemens** is seeking a **Community Development Director**.

**Typical Duties:**

- Under the general direction of the City Manager.
- Organizes and directs the activities of the Community Development Department, which includes planning and zoning administration, development review and permitting, economic development services, building services, rental housing compliance, code enforcement and marketing.
- Creates strategies for economic development.
- Oversees the administration of the department including supervision of staff, budget preparation and maintaining departmental budget.
- Resolves complex and sensitive customer service issues;
- Prepares, writes and administers grant applications;
- Manages Community Development Block Grant allocations; and other state and federal grant programs; and
- Performs other related duties as assigned.

**Qualifications:**

1. Bachelor's Degree in Planning, Public Administration or related field. Master's Degree and AICP certification preferred or equivalent combination of education and experience.
2. Minimum of two-five years of directly related and progressively responsible experience in planning, zoning and community and economic development preferred. Basic knowledge of building and construction methods desired.
3. Develops and coordinates economic development strategies. Tracks the amount of available business and land space within the City, helping new businesses relocate within the City. Coordinates revitalization efforts for the neighborhoods and downtown area.
4. Strong knowledge of municipal operations, planning, marketing, historic preservation and economic development.
5. Excellent written and oral communication skills. Ability to convey planning and zoning concepts in simple language.
6. Computer skills necessary including Microsoft Office. Familiarity with BS&A software a plus.
7. Must possess and maintain a valid Michigan driver's license with a good driving record.

**Application Deadline:** 4:30 p.m., Friday, June 3, 2011

**Application Procedure:** Employment applications are available from the Human Resources Department, One Crocker Boulevard, Mount Clemens, MI and on-line at <http://www.cityofmountclemens.com/hr.htm>