



City of Hudson Oaks

Employment Opportunity

Community Development Manager

Application Deadline: Open Until Filled

Progressive, growing, professional City seeks inspired, enthusiastic employees. Hudson Oaks is a small, close-knit community of highly involved citizens who have high expectations of and for the city and its municipal government. The City values integrity, customer service, professionalism, and accountability.

Brief position description: The primary duty of this position is as Community Development Manager. This position is under the direction of the Director of Operations. (A complete job description is available for review on the City's website at www.hudsonoaks.com.)

Minimum Qualifications: A Bachelor's degree with major coursework in public administration, business administration or related field or equivalence, while a master's degree is preferred and five (5) years of increasingly responsible administrative and analytical experience within a local government environment including two years of program or project management experience.

Disqualifiers – Drug Use: Engaged in the use of marijuana in the past 24 months. Engaged in the use of any other illegal drug within the past five (5) years. Engaged in the use of any drug that was prescribed for another - Disqualification will depend on the narcotic used and circumstances of use.

Salary & Benefits: Full-time range for this position is \$55,000 to \$65,000 annual salary, depending upon prior related experience.

Testing & Examinations: All applicants will participate in a thorough background investigation, drug screen and other testing as deemed necessary.

To Apply: Complete an application for employment, which is available on the City of Hudson Oaks website at www.hudsonoaks.com. Send application and resume to the City of Hudson Oaks, attn: City Secretary Shelley Scazzero TRMC, 210 Hudson Oaks Drive, Hudson Oaks, Texas 76087. Applications may also be submitted by email to Shelley.Major@hudsonoaks.com

City of Hudson Oaks

POSITION DESCRIPTION

Job Title: Community Development Manager
Reports to: Director of Operations
FLSA Category: Exempt
Schedule: 40 hrs/wk; Primarily during normal business hours
Pay Range: \$55,000 to \$65,000
Date Revised: August 17, 2022

BRIEF DESCRIPTION OF THE POSITION:

Provides administrative direction and coordination for community development activities. Must use professional judgment in interpreting and developing regulations and guidelines. Responsible determining priorities and setting goals for the development department. Responsible for managing planning and development projects, which includes research, analysis, preparing plans, reports, studies, and presentation of data. This position performs technical planning duties.

ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Description of job duties
Responsible for the application and administration of Planning, Zoning, Historic Review, and Commercial and Residential Site Plan Review;
Responsible for administering and interpreting the development of City policies with respect to: zoning, subdivision ordinance and site plan review;
Determines if special exceptions or variances to development standards are required; prepares reports and details for the Director of Operations and City Administrator, related to boards and commission agenda packets;
Presents development applications to Planning and Zoning Commission and City Council;
Develop municipal planning documents and plans, including amendments to the comprehensive plans and development ordinances;
Monitor legislation and technical developments that may affect the planning function; evaluates their impact upon City activities and draft code changes, implementing changes, as needed;
Plan, coordinate and manage grant applications/projects for the city related to development, parks, and infrastructure;
Plan, coordinate and manage municipal planning projects. Assists in economic development, neighborhood, and revitalization initiatives;
Coordinate wayfinding and beautification projects;
Performs other duties as assigned or required.

SUPERVISORY RESPONSIBILITIES:

Some supervisory responsibilities may be required in the absence of the Director of Operations for certain departments and/or projects.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan, organize and complete work of a complex, detailed, and sensitive nature.
- Ability to read, write, and speak effectively, to communicate with people of a variety of backgrounds and educational levels.

- Ability to maintain and adhere to tight schedules and deadlines on complex projects; ability to apply and adhere to statutory procedures, meet departmental goals and application deadlines, analyze programs, policies, and operational needs.
- Ability to read, analyze, and interpret technical procedures, or governmental regulations, including but not limited to Texas Local Government Code, and ICC building regulations.
- Ability to read and understand engineering and architectural drawings and utilize appropriate scales.
- Ability to read, review, and analyze legal descriptions, site plans, and other related planning documents.
- Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and implementation.
- Skill in interpreting City codes and ordinances and providing comparative analysis.
- Knowledge of ArcMAP, MyGov and GIS software applications.
- Must have excellent interpersonal skills to serve citizens in a diplomatic manner.

EDUCATION AND EXPERIENCE:

- A Bachelor’s degree from an accredited college or university with major course work in urban planning, public administration, or a related field.
- A Master’s degree in a related field is desirable.
- Five years of increasingly responsible administrative and analytical experience within a local government environment including two years of program or project management experience.
- Experience in a municipal government setting dealing with elected and appointed officials is highly desirable.

REQUIRED CERTIFICATES AND LICENSES:

- Texas Class C driver license

TOOLS AND EQUIPMENT USED:

Computer, telephone, copier, fax machine, 10-key, calculator, shredder, postage meter, and other typical office equipment.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time);
R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of demand
Standing/Walking	O	As may be necessary to assist customers, retrieve records, make copies, file documents, etc.
Sitting	C	Sitting to work at computer or desk for data entry and answering phones; sitting to drive.
Lifting/Carrying	O	Carrying plans, files, file boxes, and office supplies.
Pushing/Pulling	F	To open and close doors on buildings and access file drawers or storage cabinets.
Reaching	O	Into storage cabinets or file drawers.
Fine Dexterity/Handling	C	For keyboarding and 10-key use.
Crouching/Crawling	O	To access file drawers or storage units/cabinets.
Climbing/Balancing	R	In use of a step stool, if needed to access file drawers or storage cabinets.
Twisting	R	To access file drawers or storage units/cabinets.
Kneeling	O	To access file drawers or storage units/cabinets.

Physical Demand	Frequency	Description of demand
Vision	C	To use the computer or to review permit applications.
Hearing/Talking	C	Ability to hear and respond to customers in person and over the phone. Ability to hear and respond to phone and other office equipment.
Foot Controls	O	To operate a vehicle.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F time pressures

R emergency situations

O irregular schedule

R danger/physical abuse

F frequent change of task

O noisy/distracting environment

C working closely with others as part of a team

F performing multiple tasks simultaneously

THE CITY OF HUDSON OAKS IS AN AT-WILL EMPLOYER

This position description is not an employment agreement or contract. Management has the exclusive right to alter this position description at any time without notice.