



305 S. Main Street
Suite 100
Chelsea, MI 48118
(734) 475-1771 phone
(734) 475-1811 fax

Job Posting

Community Development Director

Summary

Under the general supervision of the City Manager, plans, directs, and administers the City's economic development initiatives, including business development, recruitment, and retention that will enhance jobs, tax base, blight removal and community and neighborhood stabilization. Oversees activities of the Community Development Department, and serves as the primary staff person assigned to the Planning Commission and Chelsea Area Construction Agency. May serve as City Manager in absence of both the City Manager and City Administrative Director.

Key Responsibilities and Duties

1. Plans, directs, and administers the City's economic and development initiatives including business development, recruitment, and retention.
2. Serves as the City's Planner for site plan review and approval process. Attends all meetings of the City Planning Commission and Zoning Board of Appeals.
3. Serves as liaison and advisor to the City Manager, City Council, Planning Commission, Zoning Board of Appeals and other authorities on land-use issues, and public and private development activities.

Full Job Description available at www.city-chelsea.org

A qualified candidate will demonstrate the following qualifications and background.

- A bachelor's degree or equivalent in community or economic planning, public administration, or related field is required. A master's degree is preferred.
- Five or more years of progressively responsible experience in planning, community and/or economic development or related field. Previous experience in a municipal setting with City Planning responsibilities strongly preferred.
- Substantial knowledge of the laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Thorough knowledge and understanding of the principles and practices of building construction, plan review, and conducting site inspections and applicable state and local land use ordinances and regulations.

Wage Scale

\$62,941 - \$81,827 annually.

A comprehensive benefit package is also included. Wage for the person hired depends on accomplishments and experience.

Resumes accepted until March 1st, 2019.

Interested candidates should submit a cover letter, resume, and at least three references to the address noted above to the attention of John Hanifan or to jhanifan@city-chelsea.org.