

City of Gahanna

Department of Development

◆ Deputy Director of Development

General Definition and Conditions of Work:

Primarily responsible for Planning Commission and site plan review. Conducts technical assessments of all land use applications and monitors compliance to approved site plans and comprehensive plans adopted by City Council. Responsible for guiding developers through the planning commission process and providing planning commission with Administrative review on all applications. Provides expert guidance for land use and development design principles for all new and existing projects. Researches and implements financing tools for new development projects. Employs economic impact models. Assists in the development of site selection packages, prospect marketing and technical assessments. Administers tax abatement and financial incentives programs, market analysis and feasibility studies, promotions and marketing of the City. Acts as Development Director in the absence thereof.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks:

Assist Development Director in:

- Directing economic development activities;
- Providing policy advice to boards commissions, committees and officials;
- Enforces ordinances, policies and codes;
- Coordinating work with Mayor, other agencies and departments;
- Maintaining records and files;
- Preparing reports;
- Plans, organizes and directs economic development, planning, zoning and code enforcement activities and programs;
- Evaluates the sources available for retention, development and redevelopment for residential, commercial and industrial development;
- Assists in preparation and maintenance of comprehensive plans and recommendations for promotion of desirable economic patterns;

EXHIBIT A

Develops and disseminates promotional materials about city to attract businesses and residential users;
Provides technical assistance to other public and private agencies designed to attract businesses;
Implements urban renewal, revitalization and urban redevelopment plans and projects authorized by City Council;
Acts as ex-officio representative for the city with any corporation or association organized for the promotion and development of economic growth within the city;
Supervises the administration and enforcement of the Zoning Ordinance and related codes; oversees the issuance of zoning permits;
Assesses and drafts new zoning codes and communicates with developers and other zoning applicants through meetings, phone conversations and letters;
Attends City Council meetings and Planning Commission meetings;
Develops, drafts and administers department budget; monitors expenditures;
Reviews potential plans, developments and project sites with respect to area and comprehensive plans with developers, architects and engineers;
Conducts site and field inspections of projects;
Performs related tasks as requires;

Knowledge, Skills and Abilities

High degree of knowledge of the principles and practices of urban planning and economic development; comprehensive knowledge of economics, municipal finance and sociology as they apply to planning and economic development; thorough knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; ability to interpret and analyze technical and statistical information and to prepare and present complex oral and written reports; ability to establish and maintain effective working relationships with government officials, other agencies, associates and the general public.

Education and Experience

Masters degree from accredited college or university with major coursework in urban planning, land use, public policy, government, administration or related field.