



City of Ranson Job Description

Job Title: Community Development Director

Pay Range: Grade 20-25

Position Summary:

The Community Development Director is an executive-level position responsible for leading and managing the City's planning, zoning, development review, building and inspection services, and community development functions. This position provides strategic direction, operational oversight, and policy guidance to support high-quality growth, redevelopment, and long-term economic vitality.

As a member of the City's leadership team, the Director advises the City Manager, Planning Commission, Board of Zoning Appeals, and City Council on planning, development, and land use matters. The Director also works collaboratively with internal departments, developers, property owners, and regional partners to align development activity with the City's strategic priorities and infrastructure capacity. The position is expected to enhance development processes, improve customer service, and progressively assume a greater role in economic development initiatives.

Essential Duties and Tasks:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Plans, organizes, directs, and manages the activities of the Community Development Department, including planning, zoning, development review, permitting, and inspection services.
- Oversees the administration and interpretation of the City's zoning ordinance, subdivision regulations, and related land use policies to ensure consistent, fair, and legally compliant application.
- Manages the review of development proposals, rezoning requests, site plans, subdivisions, and permits; provides guidance to applicants throughout the development process.
- Leads efforts to improve permitting efficiency, development review timelines, and overall customer service, with a focus on transparency and predictability.
- Establishes and monitors performance metrics related to development services, including permit turnaround times and inspection efficiency.

- Serves as staff liaison to the Planning Commission and Board of Zoning Appeals, including preparation of agendas, staff reports, presentations, and maintenance of official records.
- Advises the City Manager and City Council on planning, development, and growth-related policy matters, including evaluation of fiscal, infrastructure, and community impacts.
- Coordinates with other City departments to align development activity with infrastructure capacity, capital improvements, utilities, transportation, and operational considerations.
- Collaborates with the City Manager to support and advance economic development initiatives, including redevelopment opportunities and engagement with developers, businesses, and regional partners.
- Monitors trends, regulatory changes, and best practices in planning and development; recommends updates to ordinances, policies, and procedures.
- Develops and manages the department budget, ensuring effective allocation of resources aligned with City priorities.
- Supervises, evaluates, and develops department staff; establishes performance expectations and ensures effective workload management.
- Responds to public inquiries and resolves issues related to planning, zoning, and development in a professional and timely manner.

Minimum Qualifications

Education and Experience

- Bachelor's degree in urban planning, public administration, business administration, political science, or a closely related field.
- Minimum of five (5) years of progressively responsible experience in planning, zoning, community development, or development services, including supervisory or management experience.
- An equivalent combination of education, training, and experience may be considered.

Preferred Qualifications

- Master's degree in urban planning, public administration, or a related field.
- AICP certification.
- Experience in a growing or fast-developing community.
- Experience supporting economic development or redevelopment initiatives.

Knowledge, Skills, and Abilities

- Thorough knowledge of land use planning, zoning administration, and development review processes.
- Ability to interpret and apply ordinances, regulations, and policies in a consistent and legally sound manner.
- Strong leadership, communication, and interpersonal skills, with the ability to work effectively with elected officials, boards, staff, developers, and the public.
- Ability to manage complex development issues and balance competing interests.
- Ability to analyze data and use performance metrics to inform decision-making and improve operations.
- Strong organizational, problem-solving, and conflict resolution skills.

Physical Requirements and Work Environment

- Work is primarily performed in an office environment with occasional field visits and site inspections.
- Requires regular use of standard office equipment and extended periods of computer use.
- Must be able to attend meetings and public hearings outside of normal business hours, including evenings as required.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

This job description reflects management's assignment of essential functions and responsibilities. It does not prescribe or restrict the tasks that may be assigned. The City reserves the right to modify or revise this job description at any time.

Reporting Responsibility: City Manager

Review Responsibility: City Manager

Effective: April 2026