Director of Sustainable Community Development

**Funding**: Parks and Paths (60%), Roads SAD (10%), Bus (5%), 101-701 Planning (25%)

**Salary:** full time, permanent, non-exempt $65,000-$72,000 plus benefits

**Report to:** Supervisor

**Supervises:** May supervise subordinate personnel. None currently assigned.

# Definition

Under general direction performs difficult and complex program planning, development, implementation, monitoring and evaluation assignments; coordinates monitoring and evaluation work of subordinate personnel; coordinates the development of plans and programs of a major area of work of the Township; conducts and coordinates studies and surveys; reviews more difficult projects to insure compliance with applicable federal, state, and local laws, regulations and procedures; provides technical assistance to staff, volunteers, and other agencies; and perform related duties as required.

# Distinguishing Features

Incumbents in these positions make decisions which typically involve program planning and directing, as well as, organizing new and future resource needs. Assigned significant planning, development, implementation, monitoring, and evaluation responsibilities in community, recreation, and transportation infrastructure programs. Incumbents in these positions make decisions which typically involve program planning and directing, as well as, organizing new and future resource needs. These decisions directly impact the effective functioning of the Township’s services, and incumbent develops procedures affecting the Township infrastructure or the provision and delivery of public services. Inappropriate decisions would negatively affect the health and welfare of a segment of the population or the economic vitality of a segment of the Township.

# Duties

1. Plans, monitors, evaluates, and supervises the operation of the Township’s parks, paths, and preserves; transportation alternatives programs; public transit; roads; and community development.
2. Coordinates the development of the Township’s parks, paths, preserves, transportation alternatives programs, access to public transit, road maintenance, and other recreational and community development projects. Staff community meetings for Road SAD, Pathway, or other potential project in a neighborhood.
3. Serve as Township’s Climate Change Officer to develop and implement Township initiatives related to resilience, sustainability, and environmental initiatives, e.g., staffing the Sustainability Task Force.
4. Implements project activities with other governmental agencies, concerned private entities, community organizations, and residents ; develop effective program design and operating procedures; provide directions to implementing contractors or other agencies.
5. Monitor activities for contract compliance; direct the establishment of methods for project analysis and preparation of performance reports; direct studies and make recommendations on program modification and adjustments to assure contract adherence and responsiveness of programs to Township needs: reviews, presents and discusses program operational or policy programs with Supervisor and other Township Officers.
6. Develops and coordinates preparation of annual work program and operating budgets of Parks and Pathways Fund, Open Space Fund, Roads SAD Funds, Bus Fund, and any other revenue dedicated for the development and operation of the Township’s efforts to develop sustainable public infrastructure.
7. Prepares, reviews, and executes contracts and subcontracts for authorized disbursements for services rendered; prepares and processes all necessary documents for fiscal payments to vendors, and provides appropriate fiscal budgetary control. Provides Township oversight and management of current contracts with Township Planner and Township Engineer to manage costs and performance.
8. Seek and apply for funds from various governmental agencies, private foundations, and other private contributors to augment established Township funding sources. Submit timely and accurate reports for all existing grant funded projects.
9. Reviews and recommends physical improvements and construction plans and budgets; meets with agencies, architects, engineers, and contractors to outline program requirements and procedures and resolve problems; monitors progress of construction and process payments.
10. Gives technical advice to staff, volunteers, and others at the Township in evaluating potential projects.
11. Develop and implement procedures for assuring the Township’s compliance with applicable federal, state, and local laws and regulations in the administration of parks, recreation, pathways, and related activities.
12. As assigned, attend program or project related meetings and represent the Township in explaining and interpreting projects and objectives and their applicability to the Township and its various committees and commissions.
13. Serve as primary liaison for Township partnerships with the AAATA, WCRC, and WATS.
14. Guide development of Township’s legislative agenda, and monitor areas related to Township’s interest in sustainability, transportation, land preservation, and related.
15. Provide regular technical guidance and content support, including staying abreast of current research and practice, to assigned committees: Parks and Recreation Advisory Board, Transportation Alternatives Planning Committee, any regular or ad hoc Roads Advisory committees, any Sustainability Task Force or similar committee. As requested, provide support to Land Preservation Commission, Downtown Development Authority, and Gelman remediation working groups.
16. Partner with Committee Chair to develop and guide the work agenda of assigned committees, scheduling items for Board consideration, and implementing and managing projects approved by the Board.
17. Partner with the Committee Chair to manage committee meeting logistics, develop agendas, memos for committee, take minutes, post agendas and materials and minutes for the Committee.

# Knowledge Skills and Attributes

Thorough knowledge of principles, practices, purpose and scope of community development programs, parks and recreation initiatives, equity initiatives, and sustainability programs; Federal, State, and local rules and regulations applicable to such programs.

Abilities and skills to: work within the Township governmental structure and external partners to plan, organized, initiate, direct and review work of subordinates or consultants: apply principles to define problems, collect data establish facts and draw valid conclusions; write clear and concise reports, recommendations and correspondence; deal effectively with representatives of governmental organizations and residents; speaking effectively before individuals and groups.

Software: BS&A, MS Office Suite, Tableau or other data visualization or statistical analysis software.

# Experience and Training

1. At least 7 years of administrative/professional experience in community development, parks and recreation management, transportation planning, related area.
2. Preferred Possession of Masters level or higher in Urban and Regional Planning, Public Administration, Public Policy, Civil and Environmental Engineering, Environmental Sciences, Ecology, Environment and Sustainability, Public Health, Recreation and Parks Management, Climate Science and Solutions, or related field.
3. Licenses and Accreditations Preferred: PE.