The City of Berkley is accepting applications for a Director of Community Development. Berkley, Michigan, already the holder of ten “The Best Community for...” accolades, this progressive city, mixing an undeniable urban vibe with tree-lined close-knit neighborhoods, is one of the area’s most sought after zip codes.

One of Oakland County’s true gems, Berkley has a near perfect mixture of affordability, location, and palpable hometown warmth. This is why just over 15,000 people call this safe 2.62 square mile full-service city home. Financially stable and politically astute, Money Magazine listed Berkley as the 28th “Best Place to Live" in the country in 2015!

Located just 30 minutes from all that downtown Detroit offers, and in the midst of a strong regional employment base, Berkley has become a choice location for commuters and independent entrepreneurs who have created a signature downtown filled with independent retailers, restaurateurs, and tavern-keepers.

Berkley’s Community Development Department contains its planning, zoning, and building code enforcement functions. The Director is responsible for providing oversight to contractual building, trade, and code inspectors (provided through McKenna Associates), as well as, two full time department clerks. The Director will be expected to serve as the City’s planner as outlined below. The Director will be a full-time member of Berkley’s management team composed of talented department directors, and work closely with the City Manager’s office to protect Berkley’s beauty and charm while ensuring it is prepared to face the challenges of the future.

The Community Development Director has the opportunity to work with passionate community leaders who have enthusiastically embraced the opportunity that comes with the migration of young professionals into a community where many inhabitants claim three and four generations of longevity.

In order to find the right candidate for this crucial position, the City of Berkley is offering a salary range of $75,000 to $85,000 (dependent upon qualifications and experience) with a competitive benefit package. If you are excited about joining the Berkley team please submit your application materials by June 14, 2019. The City of Berkley is an Equal Opportunity Employer.
COMMUNITY DEVELOPMENT
POSITION SUMMARY

OVERVIEW
The Community Development Director functions as the City’s planner while supervising two administrative staff members and oversees a contractual inspection staff. The Director will serve as staff liaison to Berkley’s Planning Commission and the Zoning Board of Appeals.

SUPERVISION AND OVERSIGHT
The Community Development Director reports directly to and is supervised by the City Manager. The Director oversees two full time staff members, one permit clerk and one licensing clerk.

CURRENT PROJECTS & INITIATIVES
- Implementation of Newly Adopted Master Plan
- Full Update of City’s Zoning Code
- MEDC Redevelopment Ready Communities Program
- Ordinance Updates
- Long-Term Capital Planning and Funding
- Greater Use of GIS
- Enhanced Community Engagement Opportunities
- Improving Development Services and Plan/Permit Review Processes
- Develop Programs Specifically Focused on Promoting Neighborhood Investment and Beautification
The Director may be called upon to do the following essential functions. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Conduct technical reviews of applications and development plans for conformance to applicable local, state and federal requirements, and advise city officials, Planning Commission and Zoning Board of Appeals members on related matters as needed.

- Work cooperatively with residents and businesses to develop solutions to neighborhood and community development concerns. Facilitate discussions, resolve complaints and provide information to involved parties and residents as needed.

- Plan, organize, and direct all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment.

- Develop, recommend and implement departmental policies and procedures, internal controls, and departmental goals and objectives, including city directives, according to legal requirements.

- Serve as staff liaison to the Planning Commission and the Zoning Board of Appeals by supporting the permit process and providing guidance on issues related to the city’s development and planning process.

- Attend other community meetings, conferences, workshops, and seminars to represent the City’s interests and stay abreast of legislative and regulatory developments, new administrative techniques and current issues related to community development.

- Assign work, supervise personnel, evaluate performance and oversee training and professional development. Implement corrective and other disciplinary actions, as needed.

- Lead efforts to establish and enforce ordinances by researching planning, zoning, code enforcement, rental housing, building, and community development best practices. Prepare summaries and present findings to the appropriate city officials.

- Assist in planning and facilitating the development and revision of the city’s Master Plan. Prepare, update and compile zoning and other related ordinances.

- Administer the City’s Community Development Block Grant funding process. Research potential grant opportunities, compile supporting documentation and ensure application deadlines and other grant requirements are met.

- Perform related work as required. These examples do not include all of the duties which the employee may be expected to perform.
The City of Berkley will only consider applicants who possess a passionate commitment for community development and are capable of engaging residents and community partners to identify options and drive progressively forward. In addition to being a dynamic and enthusiastic public servant, qualified applicants will have all or most of the following attributes:

- A Bachelor’s degree in urban planning or a related field
- Five years of experience in planning or community development
- At least two years supervisory experience
- Excellent communication skills
- Two years of experience in facilitating the activities of appointed board members in matters related to planning, zoning, ordinance development and enforcement

QUALIFIED APPLICANTS MUST BE ABLE TO DEMONSTRATE

- Substantial knowledge of the principles and practices of municipal planning, land-use management, grant writing, and community development
- Knowledge of the practices of plan review and site inspection
- Knowledge of municipal operations as they relate to the development and growth of the City, and general understanding of municipal operations as a whole
- Skill in compiling and evaluating complex planning, land-use, and zoning code guidelines and formulating policies, standards, and service recommendations
- Skill in managing diverse services associated with planning, zoning, code enforcement and community promotion
- Detailed understanding of applicable local and state land-use ordinances and regulations

GENERAL CONDITIONS FOR EMPLOYMENT WITH THE CITY OF BERKLEY*

- Michigan Vehicle Operator’s License
- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies
- Ability to effectively communicate and present ideas and concepts, and make presentations in public forums
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with residents, elected officials, employees, and professional contacts
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities
- Ability to train, supervise and evaluate the work of others
- Ability to travel to various locations within the City

*Reasonable accommodations may be made to enable individuals with disabilities to perform the job.
PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employees must view and create maps, plans and assorted computer files. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting but is also required to work in the field occasionally and attend meetings after standard business hours. The noise level in the work environment is usually quiet.
SUBMISSION DEADLINE: JANUARY 7, 2022

Application materials must be submitted via email to mbaumgarten@berkleymich.net by the deadline indicated above with the subject Line, “Community Development Search.” To be considered for the position of Director of Community Development, application materials must include:

— A completed employment application (found at www.berkleymich.org)
— Cover letter
— Resume
— Three professional references

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter. This search is conducted by an Equal Opportunity Employer.

More information can be found at www.berkleymich.org and questions can be directed to City Manager, Matthew Baumgarten at mbaumgarten@berkleymich.net.